

ASSISTANT WATER RESOURCES MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a management and technical position responsible for managing and directing the operations of the Dutchess County Water and Wastewater Authority. The work involves formulating, coordinating and administering the County Water District assessments program, capital project planning, development and financing, and implementing a county-wide water supply source management and protection plan. In addition, this position plans and coordinates staff activities. The incumbent acts on behalf of the Water Resources Manager in his/her absence.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assumes responsibility for the Water Resources Manager in his/her absence;
2. Formulates, coordinates and administers the County Water District assessment program;
3. Conducts and coordinates staff activity;
4. Conducts and/or organizes studies and preparation of plans related to water supply source management and protection;
5. Represents the authority as necessary in a wide variety of situations with the public, local officials, and local and state regulatory agencies;
6. Oversees the construction, repair and maintenance of capital projects;
7. Develops, recommends and implements rules and regulations for water and wastewater treatment systems;
8. Prepares and oversees staff and consultant preparation of environmental review and permit application materials for capital projects;
9. Prepares grant and financial assistance applications for capital projects;
10. Controls and directs the work of consultants (legal, financial and technical) retained on a wide variety of department projects;
11. Formulates policy and program outlines for authority personnel;
12. Reviews engineering and geological studies and makes recommendations to the Water and Wastewater Authority.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the principles, terminology and practices of water and wastewater treatment planning, including infrastructure development, system operations, and water supply source management and protection necessary to develop, implement and oversee programs;

Knowledge of federal, state and regional legislation to ensure that legal requirements are met;

Knowledge of research techniques, data collection and statistical analysis methods needed to make recommendations to the Water and Wastewater Authority;

ASSISTANT WATER RESOURCES MANAGER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Ability to plan and supervise the work of others;
Ability to research and prepare budgets and grant appropriation requests;
Ability to prepare written reports and other correspondence;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in community, regional, environmental or water resources planning, hydrology or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in community, regional, environmental or water resources planning water resources management hydrology or a closely related field and (1) year of professional work experience in the areas of water resources or environmental planning or management (significantly involved in the water resources area);
- OR: (C) An equivalent combination of training and experience as indicated in (A) or(B) above.