



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:                   **DIRECTOR OF OPERATIONS  
WATER & SEWER AUTHORITY**

Jurisdictional Class:               Exempt (Approved by the NYSCSC 10/22/01)

Civil Division:                     Water & Sewer Authority

Adoption:               CSM               02/10/1999

Revised:                CSM               02/13/2002

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a management position responsible for the safe and efficient operation of the Water and Sewer Authority. The Director of Operations is responsible for carrying out all directives and policies imposed on the Authority by the Board. This position directs the overall operations of Cayuga County Water and Sewer Authority and coordinates the operations of the various division heads; does related work as required. This is work of an administrative nature involving responsibility for coordinating the activities of the Authority or Board. General direction is received from the members of the Authority or Board with wide leeway permitted for the exercise of independent judgement. Supervision is exercised over all employees and cooperatively with division heads over all operations and activities of the Authority or Board.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises the systems owned or managed by the Authority;  
Schedules and assigns duties to subordinate employees;  
Responsible for personnel matters including training, evaluations, job descriptions, hiring and terminating;  
Confers periodically with division heads to discuss matters pertaining to construction and operational planning;  
Prepares annual operating budget requests, monitors and controls an approved budget;  
Prepares capitol improvement budgets and manages allocated capital project funds;  
Plans, reviews and coordinates system expansion;  
Coordinates the activities of the operating units to achieve maximum efficiency and economy;  
Recommends revenue sources including water rate schedules, fees and other changes for service;  
Prepares press, radio, television and other media releases concerning Authority or Board activities;  
Speaks before various groups on the operations, activities and plans of the Authority or Board, sometimes with a view toward encouraging water purchases;  
Maintains liaison with officials of various municipalities and large-scale consumers;  
Makes frequent personal inspections of construction in progress and other activities to expedite completion;  
Investigates complaints by and reviews special service requests from municipal, county and state agencies and commercial consumers;  
Recommends and implements the Board's annual goals and objectives;  
Participates in annual and special report preparation for the Authority or Board and attends Authority or Board meetings;  
Reviews and approves purchase requisitions and payrolls, attends bid openings and participates in recommendations of bid awards;  
Authorized to interview and hire employees and conversely to remove employees under his/her supervision;  
Follows and enforces safety rules and general work habit regulations;  
Responsible for safety and educational training;  
Assures compliance with civil service requirements.  
Interviews salesmen, consumers, employees and others; Provides information or directs them to the attention of the appropriate individual or agency;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of large-scale water production and distribution system construction, operation, maintenance and consumer service;  
Comprehensive knowledge of the principles, practices and techniques of coordinating people and materials;  
Demonstrated ability to successfully get people with diverse interests to work together harmoniously for a common goal;  
Thorough knowledge of the theories, principles and techniques of public relations media and demonstrated success in their use;  
Thorough knowledge of laws governing municipal operations in New York state and their effect on contractual and other inter-agency relations;  
Thorough knowledge of personnel practices and techniques;  
Ability to address diverse audiences;  
Tact and courtesy in dealing with the public.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State Registered college or university with a bachelor's degree in business administration, public administration or closely related field and one year of administrative or supervisory experience or leadership roll in program management with a public agency or private business; **OR**
- (b) Graduation from a regionally accredited or New York State Registered two year college or university with an associate's degree business administration, public administration or closely related field and three years of administrative or supervisory experience or leadership roll in program management with a public agency or private business; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and five years of administrative or supervisory experience or leadership roll in program management with a public agency or private business; **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

