



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

JOB SPECIFICATION

Civil Service Title: **Deputy Director of Operations
Water & Sewer Authority**
Jurisdictional Class: Competitive
Civil Division: Water & Sewer Authority
Adoption: CSM 8/23/2022
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the Director of Operations the incumbent of this position assists the director in maintaining safe and efficient operations; and executing directives and policies imposed by the board. This position assists in overall operations and budgeting. Incumbent is second in command of the operation and supervision is exercised over all activities of the department and all personnel involved in the operations and maintenance of the water and sewer systems. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with Director to formulate accurate annual budgets.
Monitors budget progress and reconciles to keep current.
Manages office staff for timely and accurate activities, including billing, calculating water loss, and assigning funds to individual accounts and districts to ensure financial health of each.
Monitor compliance with all agencies.
Acts as director in the absence of the director.
Liaison to CCWSA Board as need by director.
Handle communications with municipalities.
Public outreach.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of large-scale water production and distribution system construction, operation, maintenance and consumer service;
Good knowledge of the principles, practices and techniques of coordinating people and materials;
Good ability to successfully get people with diverse interests to work together harmoniously for a common goal;
Good 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;
Good 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 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
- (b) 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
- (c) An equivalent combination of training and experience as defined by the limits of (A) and (B).