

**DEPARTMENT:** WATER  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 1960 - Rev. 3/14/77

**FLSA Status:** Exempt/ Executive 1/4/2010

**ADMINISTRATIVE DIRECTOR(County Water District)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of an administrative nature involving responsibility for coordinating the activities of the Water District and for the conduct of the public relations program. General direction is received from the members of the Administrative Board of the Niagara County Water District with wide leeway permitted for the exercise of independent judgment. Supervision is exercised cooperatively with various department and division heads over all operations and activities in the Water District. Coordinates and directs the overall operations of the Niagara County Water District through the various departments and division heads; conducts the District public relations program; does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Confers periodically with department and division heads to discuss matters pertaining to construction and operational planning;
2. Coordinates the activities of the operating units to achieve minimum efficiency and economy;
3. Prepares press, radio, television, and other media releases concerning District activities;
4. Speaks before various groups on the operations, activities and plans of the District, sometimes with a view toward encouraging water purchases.
5. Maintains liaison with the Niagara County Board of Legislators, the appropriate committees thereof and the appropriate departments and officials of Niagara County;
6. Maintains liaison with officials of various municipalities and large scale consumers;
7. Makes frequent personal inspections of construction in progress and other activities to expedite completion;
8. Investigates complaints by and reviews special service requests from municipal, county and state agencies and other consumers;
9. Participates in annual and special report preparation for the District and attends District meetings;
10. Within his authority, reviews and approves purchase requisitions and payrolls, attends bid openings and participates in recommendation of bid awards;
11. Interviews salesmen, consumers, employees and others and provides information or directs to attention of appropriate person.

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

Good knowledge of water production and distribution system construction, operation, maintenance and consumer service; good 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 purpose; good knowledge of the principles and techniques of public relations media and demonstrated success in their use; working knowledge of laws governing municipal operations in New York State and their effect on contractual relations; good knowledge of personnel practices and techniques; ability to originate new procedures and techniques; ability to address diverse audiences; good appearance; resourcefulness; good business judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma:

- AND:** (a) Five years of responsible and successful executive experience in the administration of municipal or private water production and distribution system or in the administration of a municipal water improvement district;
- OR** (b) Graduation from a college or university recognized by the University of the State of New York with major work in hydraulic engineering or business or public administration and at least three years of satisfactory experience in governmental or private personnel or other administrative work;
- OR** (c) Any equivalent combination of experience and training as indicated in a or b above.