

DIRECTOR - WATER AGENCY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Water Agency Commissioners, an incumbent of this position directs the activities of the Water Agency and performs duties related to studying current problems and planning for future needs concerning the supply, quality, distribution and storage of water in the various communities of Westchester County. In addition, this position represents the County on water supply issues at meetings and hearings before national, state and local groups and agencies and promotes organizations which may be formed for mutual assistance in the event of emergencies and other requirements for cooperative effort. Supervision is exercised over professional and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Compiles water resource data and information relating to existing water supplies and their adequacy as well as to the potential for the further development of water supply resources;

Develops policies and procedures for a comprehensive water conservation and management plan for the County;

Prepares comprehensive information reports setting forth water supply conditions in the County and maintains an up-to-date record from accumulated information;

Assists local municipalities in the solution of water supply distribution problems by studying problems and relating these problems and their solutions when necessary to those of other communities as well as to the total County water supply picture;

Investigates the possibility and feasibility of developing local sources of supply for the entire County or for limited areas thereof by the County organization itself, or through the local community;

Points out water supply deficiencies to local municipalities and advises them as to corrective measures;

Promotes the organization of local water companies and department personnel into a countywide organization for mutual cooperation in the event of emergency (Civil Defense), exchange of ideas, etc.;

Represents the County with federal, state and other water supply agencies when matters affecting new or existing supplies in Westchester County are concerned;

Acts to determine the adequacy of existing supplies, means of transmission and distribution systems through questionnaire surveys of water companies and departments, personal inspections and land surveys of sites and water resources; the best possible sources of future water supplies; and the most appropriate areas for the joint action of communities to obtain additional or supplemental water resources;

Consults with municipal officials, consulting engineers, water department superintendents, etc., concerning water supply resources, problems and plans;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.)

Attends meetings of both local officials and citizen groups to explain water supply needs, problems and countywide plans and objectives;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of water supply principles and practices; thorough knowledge in the development of policies and procedures relating to water quality, water conservation and management; ability to plan, layout and direct the work of others effectively and to work cooperatively with related municipalities, agencies and personnel in so doing; ability to think analytically in the solution of both administrative and engineering problems and to make and hold to decisions relating therefrom; ability to prepare and present effective written and oral reports, ability to speak effectively before technical and lay - public groups; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; initiative good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Civil Engineering, Engineering, Environmental Design and Planning, Regional or Urban Planning and either: (a) six years of responsible experience where the primary function of the position was in developing policy related to water quality, conservation and management, three years of which must have been in a supervisory capacity; or (b) a Master's Degree* in Civil Engineering, Engineering, Environmental Design and Planning, Regional or Urban Planning four years of experience as described in (a), including the supervisory experience; or (c) satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Non-Competitive†
DRC3

Job Class Code: E0067
Job Group: XVI

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