

## EXECUTIVE DIRECTOR - PUBLIC UTILITY SERVICE AGENCY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position executes and administers the policies, regulations, and procedures of the Westchester County Public Utility Service Agency ("Agency"). This position is appointed by the Commissioners of the Agency who have been appointed by the County Executive and confirmed by the County Board of Legislators. On behalf of the Agency and the County, the incumbent will negotiate with Consolidated Edison or other utility companies for the use of appropriate distribution, substation and transmission facilities necessary to transmit power to the County or to residents and businesses located in the Westchester portion of the Con Edison service territory. Consistent with the provisions of the Westchester County Charter the Executive Director is empowered, without limitation and within the confines of Civil Service law, to appoint, discipline and remove employees; direct and manage the activities of any employees or consultants retained by the Agency or the County for energy related purposes; direct the maintenance of financial accounting records relating to the operation of the Agency in consultation with the Commissioner of Finance and the County Budget Director, and represent the County before administrative and regulatory agencies on various energy issues. Extensive and substantive contact is established and maintained with key industry representatives, the business community, governmental agencies, and state, municipal and elected officials. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Carries out the general powers and duties of the Agency in accordance with the provisions of Chapter 875 of the Laws of Westchester County, including directing operational and administrative functions as delegated by the Agency;

Coordinates with the New York State Energy Research and Development Agency, the Power Authority of the State of New York and other entities relating to energy efficiency, provision of energy resources, environmental effects of energy consumption, development of renewable resources, utilization of innovative technologies and other energy issues;

Negotiates contracts on behalf of the County for power or energy for use by the County;

Assists the Agency in adopting its own rules and regulations, consistent with law, regarding the award and execution of Agency contracts and leases, as required;

Coordinates operations with Con Edison and other providers of electricity or gas services.

Represents the County before administrative and regulatory agencies on various energy issues;

Administers and implements procedures relating to power supplied to Agency customers;

Prepares and provides testimony before various administrative and regulatory agencies;

Directs the maintenance of financial accounting records relating to the operation of the Agency in consultation with the Commissioner of Finance and the County Budget Director.

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

Prepares and implements the annual operating budget of the Agency;

Prepares the Agency's annual report to include all financial statements, operations and accomplishments for submission to the County Executive and the Board of Legislators; consults with the Commissioner of Finance and the Budget Director on same;

Arranges for the procurement, as applicable, of hydroelectric, wind or other forms of alternative power;

Consults with appropriate legislative liaison(s) to assist in the development and review of legislative bills to advance the County's position relative to various energy issues;

Prepares or directs the preparation of reports, studies and other documents relating to energy issues;

Researches the development of alternative energy sources for local needs and conservation purposes and makes recommendations on same to the County Board of Legislators;

Appears before committees of the Board of Legislators regarding the operations and activities of the Agency and on other energy issues;

Negotiates contracts, leases and other instruments in order to acquire, hold and dispose of real and personal property necessary and convenient to the exercise of the powers delegated to the Agency;

Initiates and supervises all inquiries, investigations, surveys and studies deemed necessary or desirable in furtherance of the powers and duties conferred upon the Agency;

Coordinates with other agencies and departments of the County to further the Agency's and County's energy goals and objectives;

Represent the Agency and County at meetings, conventions and other forums to promote and explain agency objectives;

Assists departments in meeting their energy goals, as requested;

Plans and coordinates conferences and meeting on energy issues;

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 the General Municipal Law; knowledge of the laws, rules and regulations affecting the electric industry; good knowledge of the issues and trends confronting the energy industry; good knowledge of the principles and practices of administration, management, and supervision; knowledge of the techniques of preparing legal memoranda, conducting legal research, and analyzing legal problems; knowledge of the County Law and the Charter and Administrative Code of Westchester County; ability to effectively represent entities before various administrative and regulatory agencies, including, but not limited to, the New York State Public Service Commission, the Nuclear Regulatory Commission, and the Federal Energy Regulatory Commission; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to analyze legal issues and refer to appropriate case law; ability to identify critical factors and formulate realistic proposals; ability to prepare, present and support reports to officials and the public both orally and in writing; ability to plan and supervise the work of consultants; ability to establish and maintain effective working relationships with a wide variety of officials; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; imagination; initiative; tact, integrity; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) a Master's Degree\* in Business Administration, Economics, Accounting or a closely related field and six years of experience in the application and/or administration of statutes or regulations dealing with a public utility or similar business, two years of which must have been in a supervisory capacity; or (b) an LL.B.\* or J.D.\* Degree and five years of experience as an attorney which included the presentation of cases before administrative and regulatory agencies, three years of which must have involved energy issues, and two years of which must have been in a supervisory capacity.

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