

SECOND DEPUTY COMMISSIONER - ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Environmental Facilities, directs and supervises the research, development and implementation of all departmental management and operating policies, as well as the administrative aspects of said policies. The incumbent directs and administers all contracts for the department including development, negotiation, monitoring, fiscal control, and amendments, ensuring compliance with all terms and conditions. The incumbent oversees and assists in the preparation of the departmental budgets for all sanitary sewer, water, and solid waste districts; coordinates the finance and administration of the construction program; the user charge program; the rehabilitation of local sewers program; and monitoring and correction of illegal storm water connections to all systems; etc. Supervision is exercised over subordinate professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in formulating policy and program outlines for operation of the department, ensuring uniform and consistent application of departmental policies in all areas;

Assists in coordinating environmental facility projects and policies, as well as resolving problems, throughout the County;

Develops and implements operational procedures for departmental operations and contract administration;

Develops and implements procedures for the selection of consultants, negotiation of contracts, amendment and change of consultants' contracts, and ensures compliance with all terms and conditions;

Coordinates and monitors the development and implementation of contracts and evaluates administrative, financial and contractual activities for the department;

Participates in the preparation of the five-year capitol budget and operating budget estimates;

Acts as liaison between the department and all government officials, regulatory agencies, and municipalities;

Researches, develops and prepares grant proposals for County projects;

Administers the rehabilitation of sewers and the user charge programs;

Develops, implements and supervises the computerization and Energy Conservation Programs at all departmental facilities;

Assists municipalities within the County Sewer Districts in obtaining grants for construction and rehabilitation of lateral sewers;

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

Prepares department reports for the Commissioner's submission to the County Executive, Board of Legislators, other governmental agencies and special interest groups, as needed;

Represents the Commissioner at meetings, etc;

Performs special projects in a wide variety of areas, research, development, planning, etc. related to all sewage and other facilities under the departments responsibility, preparing reports and recommendations, as assigned by the Commissioner;

Performs "trouble shooting" assignments as required by the Commissioner;

May address meetings of school groups, municipal groups, civic groups, and other matters pertaining to environmental facilities;

Keeps abreast of all federal and state legislation regarding environmental facilities and possible participation in federal and state grants;

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

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of administration; thorough knowledge of the Federal Water Pollution Control Act Amendments, the New York State Clear Water Act and all other pertinent Federal and State rules and regulations governing water/wastewater facilities; thorough knowledge of the theory of budget forecast, budgeting, financial record keeping, and supervision; good knowledge of the practices and procedures of contract and grant administration; good knowledge of the principles and practices of project management; good knowledge of administrative techniques and practices with particular reference to relationships between contractors, public agencies and the general public; good knowledge of the techniques and principles of public relations; good knowledge of the legal principles involved in contracts and specifications; skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to analyze significant trends in operations from detailed records and factual materials; ability to conduct organizational and operational studies and make appropriate recommendations; ability to express ideas clearly and concisely both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to prepare technical reports; initiative; good judgment; reliability; creativity; integrity; tact; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Engineering, Public Administration, Business Administration, Accounting, Economics or Finance and six years of administrative experience in the public sector, three of which must have included responsibility for budgetary and financial control functions in or for a governmental environmental facilities agency.

*SPECIAL NOTE: Education beyond the secondary 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.

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

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Job Class Code: E0496
Job Group: XVII