

BUSINESS DIRECTOR
(Joint Water Works)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Manager (Westchester Joint Water Works) or Board of Trustees (Northern Westchester Joint Water Works), the incumbent of this position is responsible for the overall administration and management of the business activities of the Westchester or Northern Westchester Joint Water Works. The incumbent is primarily responsible for the preparation and management of the budget and the monitoring of the agency's business operations, the establishment of administrative policies and procedures, personnel administration and overseeing the work of office staff in the areas of accounts receivable and payable, billing, financial reporting and purchasing. The work is performed in accordance with general policies established by the Board of Trustees and in accordance with good accounting practices. The Business Director exercises immediate supervision over office personnel/staff, and administrative responsibility is exercised over operations personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the administrative and business management activities of the Westchester or Northern Westchester Joint Water Works;

Supervises financial, accounting and administrative department staff in the maintenance of financial records including bank statements, ledgers, procurement, bidding, contracts, insurance, personnel, payroll, leave benefits and training;

Prepares fiscal reports and statistical data regarding operations, efficiencies and allocation of resources and prepares reports for the Board of Trustees, and/or other governmental agencies;

Oversees the preparation of federal, state or other financial reports, health insurance and FICA reports, and other reports;

Performs special financial studies including water rate studies and service fee calculations and makes short and long-term financial projections based on such studies;

Maintains records of receipts, expenditures, disbursements, and bonded indebtedness;

Supervises the preparation of purchase orders; payrolls; financial, statistical and supplies/inventory reports; and acts as Purchasing Agent for the agency;

Prepares capital and operating budgets and makes recommendations to the Manager or Board of Trustees and establishes, develops and monitors budget control procedures;

Assists the Manager or Board of Trustees in the formation and implementation of the financing of the Capital Projects Program and evaluates alternative funding mechanisms, cost recovery and grant assistance; prepares grant applications for funding assistance;

Oversees payroll functions including fringe benefit deductions;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supervises the preparation of checks in payment and may sign checks;

Attends meetings of the Board of Trustees and provides advice to the Board on business management or personnel management matters;

Directs and provides general supervision of computerized billing for water to all customer accounts;

Responsible for operation of computer and for the establishment and maintenance of software programs for general ledger, billing, personnel, payroll and inventory control, including spreadsheet programs;

Maintains cost records of construction work and prepares bills for such work to member municipalities;

Supervises personnel in the organization's business operations and administers collective bargaining agreements, receiving and responding to Union inquiries and/or grievances;

Oversees the maintenance of personnel records; employee benefit programs and time/leave balances;

Maintains liaison with Westchester County Department of Human Resources and submits required reports and papers to such office concerning civil service employees;

Oversees the preparation of bid document packages, purchase orders and payrolls;

May supervise water service workers, respond to customer inquiries, requests for service and billing issues;

May develop and oversee the implementation of staff training, certification and development programs;

Directs department staff in the use of computerized software applications in the performance of the financial, budget, procurement, payroll and personnel functions;

Uses computer applications 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 principles and practices of accounting; good knowledge of the modern principles, procedures, and equipment involved in office management, personnel administration, budgeting, and purchasing; ability to plan, layout and supervise the work of others; ability to follow complex oral and written directions and to prepare correspondence, reports, and other materials from general indication as to content and form; ability to gain the cooperation of others; ability to effectively use computer

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued)
applications such as spreadsheets, work processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment in the solution of complex clerical problems; initiative; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field and five (5) years of pre- or post-degree work experience in which the primary function of the position involved business administration, accounting, finance or a closely related field, including or supplemented by two (2) years of supervisory experience.

SUBSTITUTION: A Master's Degree in Accounting, Business Administration, Public Administration, Financial Management or a closely related field may be substituted for one year of the work experience described above. There is no substitution for the two years of supervisory experience.

*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 Department of Education 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.