

GENERAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a high level, administrative position located at the Upper Mohawk Valley Regional Water Board, and involves responsibility for planning, coordinating and directing over-all water system activities. The work is performed under general direction in accordance with existing laws and regulations, and with objectives and policies formulated by the Board of Water Commissioners, requiring considerable exercise of independent judgement in planning, coordinating and carrying out water system projects and programs. The work is reviewed through conferences and reports. Administrative supervision is exercised over a wide variety of water system construction, maintenance operations, engineering, purification and business management activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Exercises administrative supervision over the planning and direction of the construction of new water system installations, and the reconstruction and maintenance of existing water system services and operating facilities;

Plans and directs the business and finance management activities;

Exercises administrative supervision over the planning and coordination of water system projects and programs with other city and public and private activities and functions;

Prepares budget estimates and directs the maintenance of budget control;

Exercises administrative supervision over the preparation of specifications for, and recommends the purchase of machinery, materials, tools and other supplies;

Exercises administrative supervision over the analyzing of industrial and population trends, building activity and potential fire protection needs in planning for present and future water supply;

Attends meetings and conferences to assist in formulating policy and to recommend improved procedures relating to the administration of the water system;

Reviews and investigates complaints regarding water system activities and projects;

Exercises administrative supervision over the preparation and maintenance of a variety of activity, cost analysis, personnel, financial, statistical, and related records and reports;

Exercises administrative supervision over a wide variety of water system construction, maintenance, operations, purification and business management activities;

Exercises administrative supervision over public relations and addresses groups, works in coordination with news media, acts as liaison with other municipal departments and public utilities, and resolves customer grievances not settled at subordinate levels;

Negotiates terms and conditions of collective bargaining agreements;

Supervises personnel and their recruitment, training, evaluation and promotion and resolution of employee problems individually, as well as, in bargaining units;

Administrative direction of all office staff, as well as, supervisory personnel in Engineering, Laboratory, Data Processing, Collection, Accounting, Customer Service and Yard Maintenance and Construction;

TYPICAL WORK ACTIVITIES (cont'd):

Supervises the compilation and development of financial data and analyses data developed for comparison purposes, as well as, for the formulation of recommendations with regard to future planning, efficiencies, budgeting and the like;

Resolves routine problems of audit, insurance and legal nature, and determines when professional assistance is required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of current developments in the general principles and practices of the operation and maintenance of a municipal water system; thorough knowledge of financial principles and basic accounting skills; thorough knowledge of general principles of personnel administration; thorough knowledge of current developments in the general principles and practices of organization and management; good knowledge of Federal, State and local laws and regulations relating to municipal water system activities; good knowledge of the general principles and practices of public relations; ability to plan, organize, coordinate and direct the operation and maintenance of a large municipal water system; ability to analyze business, population, water resource and related trends, plan for present and future water supply, arrive at logical conclusions, and present facts and findings clearly and concisely; ability to get along well with, and secure the cooperation of, others; sound judgement in the solution of difficult or unusual administration problems, relating to the operation and maintenance of a large municipal water system; initiative and resourcefulness; integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master Degree in business administration, public administration or a closely related field, or graduation from an approved law school with a Juris Doctor, **AND** one (1) year of full-time experience in an administrative or executive capacity in the operation and maintenance of a large municipal water system, or similar municipal department; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor Degree in business administration, public administration, law or a closely related field **AND** three (3) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from a regionally accredited or NYS registered college or university with an Associate Degree, as noted in (B) above **AND** five (5) years of experience, as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.