

ADMINISTRATIVE DIRECTOR, NORTH CHAUTAUQUA COUNTY WATER AND SEWER DISTRICTS

CHAUTAUQUA COUNTY GOVERNMENT

Chautauqua County's North Chautauqua County Water and Sewer District is seeking applications to fill an Administrative Director, North Chautauqua County Water and Sewer District. This managerial position is full-time at 35 hours per week. An Administrative Director, North Chautauqua County Water and Sewer Districts is responsible for all administrative oversight of the North Chautauqua County Water and Sewer Districts. General direction is provided by the North Chautauqua County Water District Board, North County Industrial Water District Board, North County Industrial Sewer District Board, and the Portland-Pomfret-Dunkirk Sewer District Board. Direct support and guidance, when required, is provided by the Chairman to the Legislature, however this position will function with a wide leeway for independent decisions. Does related work as required. Salary commensurate with experience including benefits.

Typical Job Duties:

- Plans, organizes and directs the organization and activities of County water and sewer districts located in North Chautauqua County;
- Works with the Boards' chairmen and assigned staff within Finance to prepare capital and operating Budgets, analyzes periodic financial reports, and reports to the appropriate Boards of Directors;
- Assists the Board members in reviewing and explaining the Districts budgets, monthly Budget performance reports, Cash Flow analyses, Accounts Receivable analyses, requesting and thoroughly reviewing additional comprehensive interim financial reports as needed, and closely monitors the District's' finances, including cash balances, to prevent decline in financial condition;
- Assists Finance representatives with preparing data for user billing, recommends changes to accounts and adjustments as needed, and assists in answering customer billing questions and complaints;
- Assures compliance with all rate schedules, rules, and local, state and federal regulations;
- Acts as secretary for Board meetings and prepares minutes;
- With the assistance of the Finance Department representatives, maintains purchasing and financial control systems for the Districts;
- Audits and submits statements and receipts for payment to Finance;
- Assists in preparing the necessary documents needed to develop contracts and agreements of services;
- Prepares reports for the NYSDEC, USEPA, and Chautauqua County Health Department as needed;
- In cooperation with the assigned Finance representative, prepares state aid applications and maintains records of expenses for auditing purposes;
- Assists engineers and contractors during studies, construction, and maintenance activities;
- Develops and recommends to Boards policy changes related to District financial and physical matters and recommends improvement to District facilities;
- Acts as representative of Districts with Chautauqua County, regulatory agencies, engineers, contractors, suppliers, users, and general public;
- Makes inspections of District facilities on a regular basis;
- Directs the operation, maintenance, and repair of the equipment used in the operation of the Districts;
- Maintains economic and sufficient inventory of supplies and materials.

This position is being filled from approved applications received.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |
| - Life Insurance | - Mileage Reimbursement (when applicable) |

Must Meet Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Biology, Chemistry, Sanitary Engineering, Civil Engineering, Chemical Engineering, Electrical Engineering, Environmental Engineering, Mechanical Engineering, or a closely related field and four (4) years of progressively responsible administrative and/or supervisory experience in the operation of a public utility; OR:
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Biology, Chemistry, Sanitary Engineering, Civil Engineering, Chemical Engineering, Electrical Engineering, Environmental Engineering, Mechanical Engineering, or a closely related field and six (6) years of progressively responsible administrative and/or supervisory experience in the operation of a public utility; OR:
- C. Eight (8) years' experience of progressively responsible administrative and/or supervisory experience in the operation of a public utility.

Additional Requirement: Candidates must be in possession, at time of appointment and during service in this classification, of a valid New York State Class D Driver's License.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and **return it along with copy of your college transcripts/degree**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com