

Civil Division: Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 01/27/11

WATER AUTHORITY ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position involving the application of sound management principals and policies to the operation of the Mohawk Valley Water Authority. An employee in this class analyzes and reviews current systems and procedures and recommends additions and/or changes that will have a positive impact upon the department's budget, human resource utilization, purchasing, funds accounting and overall departmental operation. Considerable latitude is exercised in carrying out the primary directives in the classification. Assignments are received verbally or in writing from the Executive Director or an authorized administrator. Supervision is exercised over a number of professional and clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Analyzes, implements and evaluates new systems relative to procedures for the department's administrative operations;
Supervises and provides budget and fiscal services for the agency by compiling program budget data, its justification and submits budget analysis and summary for approval;
Oversees the completion of data based on studies of past and current operations to justify budgeting of funds;
Recommends policies to support financial operations;
Establishes and maintains liaison with outside contractors having business with the department;
Assists in planning and coordinating the effective use of personnel and equipment to enhance the effectiveness and efficiency of public work services;
Represents departmental superiors on various special committees;
Analyzes bids received and reviews goods and services provided to determine that the department receives the quality of goods and services for monies expended.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of management and public administration; thorough knowledge of budgetary principles and practices; working knowledge of equipment, materials and processes utilized in public works; ability to plan and organize work; ability to observe, read and analyze data and draw conclusions; ability to supervise subordinates; ability to organize and present ideas and recommendations clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business or public administration, finance, industrial engineering or a closely related field **AND** three (3) years of professional level work experience in accounting, budget analysis/examination, industrial engineering or fiscal management in a manufacturing concern or governmental agency; one (1) year of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in one of the areas listed in (A) above **AND** five (5) years of professional level work experience as defined in (A) above; one (1) year of which must have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of professional level work experience as defined in (A) above; one (1) year of which must have been in a supervisory capacity.