

Civil Division: Mohawk Valley Water Authority and Oneida-Herkimer Solid Waste Authority  
Jurisdictional Class: Exempt  
EEO Category: Officials & Administrators  
Revised: 11/28/2023

### **EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position includes responsibility for the overall management of the respective civil division. The incumbent serves as the chief executive in managing personnel policies and procedures, preparing annual goals and objectives, and implementing appropriate financial and operational internal controls to always protect the interests of the respective civil division. The incumbent works under the general direction of the Chairman of the Board. Supervision is exercised over the staff of professional, technical, and clerical employees. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Serves as the chief executive in managing the work of all employees;  
Manages the implementation of the personnel policies and procedures;  
Develops initiatives to enhance employee productivity and morale;  
Makes recommendations for employee advancements and other personnel actions;  
Maintains a working relationship with employee unions and represents the civil division on personnel matters;  
Prior to the beginning of each fiscal year, prepares annual goals and objectives for review regarding the anticipated financial and operating performance;  
Provides periodic reports during each fiscal year concerning the progress toward achieving the goals and objectives approved by the board;  
Implements appropriate financial and operational internal controls to protect the interests of the civil division at all times;  
Ensures that the civil division remains in compliance with the Act, the Financing Agreement, the Bond Resolution and all other laws and relevant agreements;  
Prepares a proposed capital and operating budget for consideration by the board in advance of each fiscal year, and works with the board to review and finalize the budget and necessary rates and charges for the year;  
Provides periodic reports to the board during the year concerning budget versus actual cash collections and disbursements;  
Generates long-range plans for operation and improvements of the system;  
Serves as the principal point of contact and spokesperson between the board and its customers, the general public, elected officials, the press, and representatives of other jurisdictions and agencies;  
Exercises good judgment in presenting the policies of the board and answering questions and concerns of customers and other parties;  
Serves as the principal point of contact and spokesperson between the board and any regulatory agencies having jurisdiction over the operations of the board;  
Serves as the executive point of contact and spokesperson between the board and vendors, consultants and contractors;  
Exercises good judgment in presenting the policies of the board and answering the questions and concerns of such outside parties;

continued...

**TYPICAL WORK ACTIVITIES (continued):**

Establishes and maintains a public outreach program to customers, schools, and other organizations to educate the public on the work performed within the water system and the customer service initiatives of the board;

Stays up to date on emerging issues, technologies or other factors affecting the water industry through contact with industry associations, regulatory agencies and other utilities, and provides reports to the board on matters of significance;

May also be called upon to serve as a liaison over the issuance of debt by the Authority; Other duties, as assigned by the members of the board.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to plan, organize and direct the personnel and activities of a water company; good oral and written communication skills; ability to supervise the work of others; good judgment.

**MINIMUM QUALIFICATIONS:** Appointed based on administrative experience and other such qualifications, as the members of the respective board shall determine appropriate.

Adopted: 05/28/1997  
Revised: 11/28/2023