

Jurisdiction: Water Board  
Jurisdictional Class: Exempt-PJC  
Adopted: 5/28/97

## **EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Upper Mohawk Valley Regional Water Board (henceforth "Water Board"), and includes responsibility for the overall management of the Water Board. The incumbent serves as the chief executive in managing personnel policies and procedures, preparing annual goals and objectives of the Water Board, and implementing appropriate financial and operational internal controls to protect the interests of the Water Board at all times. The incumbent works under the general direction of the Chairman of the Upper Mohawk Valley Regional Water Board. Supervision is exercised over the staff of professional, technical and clerical employees of the Water Board. Does related work as required.

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

Serves as the Water Board's chief executive in managing the work of all employees;  
Manages the implementation of the personnel policies and procedures of the Water Board;  
Develops initiatives to enhance employee productivity and morale;  
Makes recommendations to the Water Board for employee advancements and other personnel actions;  
Maintains a working relationship with employee unions and represents the Water Board on personnel matters;  
Prior to the beginning of each fiscal year, prepares annual goals and objectives for review by the Water Board, regarding the anticipated financial and operating performance of the water system;  
Provides periodic reports to the Water Board during each fiscal year concerning the progress toward achieving the goals and objectives that are approved by the Water Board;  
Implements appropriate financial and operational internal controls to protect the interests of the Water Board at all times;  
Ensures that the Water Board and the Upper Mohawk Valley Regional Water Finance Authority (henceforth the "Authority") remain 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 Water Board in advance of each fiscal year, and works with the Water Board to review and finalize the budget and necessary rates and charges for the year;  
Provides periodic reports to the Water 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 Water Board and its customers, the general public, elected officials, the press, and representatives of other jurisdictions and agencies;

**Typical Work Activities con't:**

Exercises good judgement in presenting the policies of the Water Board and answering questions and concerns of customers and other parties;

Serves as the principal point of contact and spokesperson between the Water Board and any regulatory agencies having jurisdiction over the operations of the Water Board;

Serves as the executive point of contact and spokesperson between the Water Board and vendors, consultants and contractors;

Exercises good judgement in presenting the policies of the Water Board and answering the questions and concerns of such outside parties;

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 Water 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 Water 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 Water 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 judgement.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience and other such qualifications, as the Members of the Upper Mohawk Valley Regional Water Board shall determine appropriate.