

GENERAL MANAGER (SCLIWC) - PROMOTION

Tompkins County

Department: Town of Ithaca for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC)

Classification: Exempt per NYS CSC 10/24/00

Labor Grade: SCLIWC Grade 10

Approved: 3/9/00 SCLIWC, 3/13/00 Town of Ithaca

Revised: Promotion description created 02/12/15

By: DP, Commissioner of Personnel

PROMOTION QUALIFICATIONS:

This departmental promotion opportunity is limited to current employees of the Southern Cayuga Lake Intermunicipal Water Commission. Applicants must currently hold, and have continuously held, at least six months of permanent competitive class status in one of the following titles: Distribution Manager, Finance Manager or Production Manager.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This chief administrative position for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) is responsible for planning, directing and coordinating the administrative and operational functions of the SCLIWC, ensuring adequate water supply, transmission, and distribution. Incumbent provides professional recommendations to the 10 member SCLIWC board to assure quality operation of the Type IA water treatment plant, transmission, and distribution systems and administrative services. Work is performed under the general direction of the board and in accordance with policies and procedures established by SCLIWC. This position requires considerable exercise of independent judgement. Administrative supervision is exercised over the entire SCLIWC staff. Attendance at SCLIWC meetings is required. The incumbent performs other related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises and directs policy and programs including the areas of capital improvements, public relations, personnel and all administrative and operational functions of SCLIWC;
- Recommends and implements SCLIWC goals and objectives;
- Evaluates system management approaches to:
 - Billing, including database management.
 - Customer service and interaction.
 - Operations, including maintenance of, operation of, and improvements to the water supply, treatment, transmission, and distribution systems.
- Supervises department managers' preparation of the annual operating budget requests and monitors the approved budget in accordance with the SCLIWC's guidelines;
- Supervises department managers' preparation of the capital improvement budget, manages allocated capital project funds and capital projects;
- Recommends revenue sources, including water rate schedules, fees, and other charges for service;
- Analyzes and recommends computer hardware and software needs in conjunction with IT personnel and department managers;
- Monitors compliance with investment and purchasing policies, as SCLIWC's Purchasing Agent;
- Provides technical support to SCLIWC and member municipalities;
- Oversees personnel matters including training, evaluations, job descriptions, hiring, terminations, and compliance with all civil service requirements in conjunction with the Town of Ithaca Human Resources Manager and department managers;
- Reviews use of available space and makes recommendations on work environment, equipment
- and safety practices;
- Interacts with staff/boards of member municipalities, regulatory and other agencies, customers, public and media;
- Reviews and recommends changes to formal agreements involving SCLIWC and member municipalities and other agencies;
- Responsible for compliance with local, state and federal laws and requirements;
- Follows and enforces safety rules and general work habits regulations;
- Attends training to enhance knowledge, skills, and ability;

- Operates computers for administrative and operational purposes;
- Performs all activities appropriate to the successful operation of SCLIWC.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices and procedures of public administration, management leadership, and supervision of a Type IA water treatment plant and transmission and distribution systems;
- Good knowledge of governmental accounting and budgeting practices and procedures;
- Good knowledge of engineering practice and design relating to water systems;
- Good knowledge of the federal, state and local laws regulating the operation of a water supply, transmission, and distribution system;
- Good knowledge of public relations principles and practices;
- Working knowledge of computers and related software for a water system;
- Ability to plan, organize, direct, and evaluate the work of others with an emphasis on teamwork;
- Ability to analyze management and fiscal reports;
- Ability to prepare reports relating to financial, administrative and personnel matters;
- Ability to operate computers for administrative and operational purposes;
- Ability to communicate effectively orally and in writing and deliver effective presentations;
- Ability to apply sound judgment;
- Ability to perform work with accuracy;
- Committed to a team approach to problem-solving;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- Physical condition commensurate with the demands of the position.

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