

ERIE COUNTY WATER AUTHORITY  
3030 Union Road  
Cheektowaga, New York 14227

SG – 36E

<https://www.ecwa.org>

**EXECUTIVE DIRECTOR**

**GENERAL STATEMENT OF DUTIES:** Coordinates and directs the overall operations of the Authority through the various division heads; participates in the Authority public and municipal relations program; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of an administrative nature involving responsibility for coordinating the activities of the Authority. General and direct direction is received from the members of the Authority with wide leeway permitted for the exercise of independent judgment. Supervision is exercised cooperatively with division heads over all operations and activities of the Authority.

**EXAMPLES OF WORK:** (illustrative only)

Confers periodically with division heads to discuss matters pertaining to construction and operational planning;  
Coordinates the activities of the operating units to achieve maximum efficiency and economy;  
Directs Authority policy and programs including the areas of capital improvement, all administrative and operational functions;  
Consults with members of the Authority with reference to policy and operations;  
Confers with various outside consultants as needed;  
Attends and represents the Authority at public, civil, social and governmental meetings and conferences including special Board meetings;  
Confers with department heads to coordinate the operation of the metropolitan water system and leasing arrangements in village, town and water districts;  
Assists in preparing press, radio, television and other media releases concerning Authority activities;  
Speaks before various groups on the operations, activities and plans of the Authority, sometimes with a view toward encouraging water purchases;  
Maintains liaison with officials of various municipalities and large scale consumers;  
Makes frequent personal inspections of construction in progress and other activities to expedite completion;  
Investigates complaints by and reviews special service requests from municipal, county and, state agencies and commercial consumers;  
Participates in annual and special report preparation for the Authority and attends Authority meetings;  
Reviews and approves purchase requisitions and payrolls, and participates in recommendation of bid awards;  
Interviews salesmen, consumers, and others and provides information or directs to attention of appropriate person.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Comprehensive knowledge of a large scale public or private corporation; comprehensive knowledge and demonstrate ability to have business relationships with customers, attorneys, CPAs, and financial services professionals across Western New York; ability to present complex fiscal matters in understandable written oral form; A consummate business professional with political and financial savvy; comprehensive knowledge of practices and techniques of coordinating people and materials; demonstrate ability to successfully get people with diverse interests to work together harmoniously for a common goal; thorough knowledge of the theories, principles and techniques of public relations media and demonstrated success in their use; Thorough knowledge of laws governing municipal operations in New York State and their affect on contractual and other inter agency relations; thorough knowledge of personnel practices and techniques; ability to originate new procedures and techniques; ability to address diverse audiences; good appearance; resourcefulness; demonstrate ability to innovate and execute; good business acumen; good physical condition.

Apply at [employment@ecwa.org](mailto:employment@ecwa.org)

All resumes must be received by April 12, 2019.