

GENERAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for coordinating and supervising the heads of each division of the Salamanca Board of Public Utilities. The work is performed in accordance with the policies established by the Water and Light Board with considerable leeway allowed for the use of independent judgment in the administration of the policies. Supervision is exercised over all the employees of the department. A General Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Establishes and amends departmental operating procedures and practices;
- Plans and supervises extensions and improvements to the water and electric distribution systems;
- Plans and reviews the work of all department employees, especially the supervisors;
- Supervises recruitment, placement, and employee relations;
- Supervises the activities of the division supervisors;
- Supervises the operation of the water treatment plant and the electrical transmission and distribution system;
- Inspects all department projects while the work is being done and upon completion;
- Acts as liaison and represents the Board in contacts with other local agencies, state departments, and Federal Government;
- Reviews tentative budget estimates and maintains budgetary controls;
- Supervises the operation of the business office;
- Supervises the preparation and maintenance of personnel and activity records and prepares reports;
- Approves all expenditures of the department;
- Performs a wide variety of administrative tasks in the operation of the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of administrative procedures and techniques; thorough knowledge of modern principles and practices of public administration; good knowledge of institution business and personnel management practices; skill in communicating effectively both orally and in writing; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; ability to plan, instruct and supervise department personnel; ability to coordinate diverse phases of a public utilities program; ability to prepare and present reports clearly and concisely; initiative; resourcefulness; good administrative judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a recognized college or university with a bachelors' degree in business administration or civil or electrical engineering and six years of experience in the administration, construction, design, GIS mapping or operation of a public utilities system with facilities for water or electric distribution and two years of supervisory experience; **or**
2. Ten years of experience as described above and two years of supervisory experience; **or**
3. A satisfactory equivalent combination of the foregoing training and experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/15/2014

Revised: 4/11/2016; 5/27/2016; 3/__/2018