

ASSISTANT TO THE COMMISSIONER OF WATERSHED AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting the Commissioner of Watershed Affairs in a variety of activities related to all watersheds in Delaware County. The Assistant may be given broad or limited responsibilities in specified areas depending on the needs of the Commissioner at any given time. The Commissioner may authorize the Assistant to act for and in his/her place in certain situations. Direct supervision is exercised over a small clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Compiles and maintains a detailed, comprehensive, sequential, historical record of significant activities occurring since the implementation of the New York City watershed or any other watershed agreement; Said historical record(s) to be used in conjunction with re-negotiation of watershed agreement(s) and any legal actions related to said agreements; Confers on a regular basis with the Commissioner of Watershed Affairs to discuss on-going issues, problems, accomplishments and objectives; At the request of the Commissioner may represent the department on committees, at meetings, conferences and workshops; Composes original correspondence; Responds to requests for information about watershed issues; Works closely with County departments and other agencies involved in watershed issues to obtain and share information; Conducts special projects as requested; Conducts studies, compiles data and information and prepares reports on various watershed issues; Assists in the interpretation of State, Federal and watershed regulations; Assists in the preparation of watershed presentations and participates in same when requested to do so; Assists the Commissioner in the public relations aspects of department activities; Assists in the preparation of the department budget and maintains budget controls; Provides oversight in grant contract development, their execution, as well as, acting as an administrative resource for the grants manager; The Assistant to the Commissioner may be active in program delivery of management of grant program tasks; Performs a variety of office management activities; Develops personal computer applications for various watershed information and data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of watershed regulations; Working knowledge of applicable State and Federal environmental regulations, geography and land use in Delaware County and related environmental factors and concerns; Working knowledge of existing businesses and industry in the County and the economic and development needs of the County and municipalities in the County; Working knowledge of the structure and function of governmental entities, agencies and organizations involved in watershed issues; Good knowledge of office terminology, procedures and methods; Working knowledge of the operation capabilities and application of personal computers; Ability to organize and coordinate department administrative functions; Ability to collect, organize and interpret data and information related to watershed affairs; Ability to develop and maintain cooperative working relationships with other departments and agencies; Ability to prepare clear and concise written and oral reports on complex issues; Ability to read and interpret complex written materials; Sound professional judgement; Discretion, Tact; Physical condition

commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and two years of responsible administrative, management or business experience involving the overall direction and control of a business, agency, department or program.

B. Graduation from a regionally accredited or New York State registered two year college with an Associates degree and four years of experience as defined in A.

C. Graduation from high school or possession of a high school equivalency diploma and six years of experience as defined in A.

D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

Adopted 10/13/99

Revised 1/27/04