

## **COMMISSIONER OF WATERSHED AFFAIRS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative and liaison work involving responsibility for representing the Board of Supervisors (Board) in a wide variety of matters involving all watersheds in Delaware County including coordinating County activities with the parties involved in watershed issues. The incumbent deals with very sensitive and critical issues and must have the full confidence and trust of the Board and is personally accountable to the Board for his/her actions. The work is performed in close consultation with a Committee of the Board in the development of plans, policies and strategies involving watershed issues, however considerable leeway is allowed in the exercise of independent judgment in the implementation of such plans, policies and strategies. Supervises a small administrative/clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Acts as spokesperson for the Board on watershed issues; Provides leadership and advocacy on behalf of Delaware County on watershed affairs; Confers on a regular basis with a Committee of the Board to discuss ongoing issues, problems, accomplishments and objectives; Represents the County on various committees involved in watershed affairs; Assists the Board in the formulation of positions, plans and strategies in dealing with watershed issues by developing proposals and alternative approaches and recommending priorities; Assists in the development of agreements on watershed issues; Acts as a liaison between municipalities, agencies, organizations and committees involved in watershed issues in order to facilitate the coordination of their activities; Contacts public officials and community leaders to obtain cooperation and support and to encourage them to take action on watershed issues; Works closely with County Departments and other organizations, agencies and committees to obtain information and assistance on watershed issues; Consults with counsel regarding watershed issues involving legal matters; Maintains a cooperative relationship with all those involved in watershed issues; Conducts and attends meetings, conferences and workshops concerned with watershed issues; Speaks before government bodies, agencies and the public regarding watershed issues; Interprets relevant State, Federal and watershed regulations; Conducts studies of various watershed issues; Prepares reports regarding watershed issues; Supervises and directs the work of administrative/clerical staff; Makes staffing and budgeting recommendations to the Board; Conducts correspondence, and keeps records of activities including a comprehensive 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 renegotiation of agreement(s) and any legal actions related to the agreement(s) where useful and appropriate.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of watershed regulations; Good knowledge of applicable State and Federal environmental regulations, geography and land use in Delaware County and related environmental factors and concerns; Good knowledge of existing businesses and industry in the County and the economic and development needs of the County and municipalities in the County; Good knowledge of the structure and function of governmental entities, agencies and organizations involved in watershed issues; Ability to plan, coordinate and supervise a wide variety of watershed activities; Ability to organize and supervise the work of others; Ability to prepare and present clear and concise written and oral reports on complex issues; Ability to read and interpret complex written materials; Ingenuity and resourcefulness in

solving complex problems; Ability to develop and maintain cooperative working relationships with public officials, agencies, boards and others involved in watershed issues; Sound professional judgement; Discretion; Emotional maturity and stability; Firmness; Patience; Tact; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college with a Masters degree in public or business administration, watershed management or related field, and two years of responsible administrative or management experience involving the overall direction and control of a business, agency, department or program; OR
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in public or business administration, watershed management or related field, and four years of responsible administrative or management experience involving the overall direction and control of a business, agency, department or program; OR
- C. Graduation from a regionally accredited or New York State registered two year college with an associate's degree in public or business administration, watershed management or related field, and six years of responsible administrative or management experience involving the overall direction and control of a business, agency, department or program; OR
- D. An equivalent combination of training and experience as defined by the limits of "A", "B" and "C" above.

Adopted 8/5/99  
Revised 4/8/14  
Reviewed 5/15/18