



Northern Westchester Joint Water Works

2065 East Main Street
Cortlandt Manor, NY 10567-2618
☎ Phone: 914-737-3558 ☎ Fax: 914-737-7344

POSITION AVAILABLE –BUSINESS DIRECTOR

The Northern Westchester Joint Water Works (NWJWW) a municipal joint venture of the Towns of Cortlandt, Yorktown, Somers, and the Montrose Improvement District, is located in Cortlandt Manor, Westchester County, New York and is seeking a Business Director. The NWJWW operates two 1A water treatment facilities, manages water distribution systems for several communities, and performs residential water billing for several communities.

Under the direction of the Board of Trustees, the incumbent of this position is responsible for the overall administration and management of the business activities of the Northern Westchester Joint Water Works. The incumbent is primarily responsible for the preparation and management of the budget and the monitoring of the agency's business operations, the establishment of administrative policies and procedures, personnel administration and overseeing the work of office staff in the areas of accounts receivable and payable, billing, financial reporting and purchasing. The work is performed in accordance with general policies established by the Board of Trustees and in accordance with good accounting practices. The Business Director exercises immediate supervision over office personnel/staff, and administrative responsibility is exercised over operations personnel. Does related work as required.

In accordance with County of Westchester Civil Service regulations, this position is a competitive class. The appointment of a qualified individual will be in a provisional status. The appointee will be required to participate in the civil service exam when it is announced, and will need to be reachable for permanent appointment from the established list.

Salary range is \$160,000 - \$185,000 depending upon education and experience.

EXAMPLES OF WORK: (Illustrative Only, not limited to)

Oversees the administrative and business operations of the Northern Westchester Joint Water Works, supervising the financial, accounting and administrative department staff in the maintenance of financial records including bank statements, ledgers, procurement, bidding, contracts, insurance, personnel, payroll, leave benefits and training;

Prepares fiscal reports and statistical data regarding operations, efficiencies and allocation of resources and prepares reports for the Board of Trustees, and/or other governmental agencies; Performs special financial studies including water rate studies and service fee calculations, and makes short and long-term financial projections based on such studies;

Prepares capital and operating budgets and makes recommendations to the Manager or Board of Trustees and establishes, develops and monitors budget control procedures;

Attends meetings of the Board of Trustees and provides advice to the Board on business management or personnel management matters;

Supervises personnel in the organization's business operations and administers collective bargaining agreements, receiving and responding to Union inquiries and/or grievances;

Oversees the maintenance of personnel records; employee benefit programs and time/leave balances;

Maintains liaison with Westchester County Department of Human Resources and submits required reports and papers to such office concerning civil service employees;

Oversees the preparation of bid document packages, purchase orders and payrolls; financial, statistical and supplies/inventory reports;

Provide general supervision of computerized water billing to staff to ensure compliance with established water billing policies and billing schedules.

PREFERRED SKILLS: Proficient in using KVS financial software, and four (4) or more years experience in New York State municipal accounting, and thorough working knowledge of municipal operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of accounting; good knowledge of the modern principles, procedures, and equipment involved in office management, personnel administration, budgeting, and purchasing; ability to plan, layout and supervise the work of others; ability to follow complex oral and written directions and to prepare correspondence, reports, and other materials from general indication as to content and form; ability to gain the cooperation of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment in the solution of complex clerical problems; initiative; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field and five (5) years of work experience in which the primary function of the position was business administration, accounting, finance or a closely related field, including or supplemented by two (2) years of supervisory experience.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field may be substituted for one year (1) of the work experience described above. There is no substitution for the two years of supervisory experience.

The NWJWW is an Equal Opportunity Employer and encourages all qualified applicants to apply.

Interested parties should forward their letter of interest and resume to the attention of:

Catherine Paget, Business Director
Northern Westchester Joint Water Works
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Cortlandt Manor, NY 10567
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