

## FIRST DEPUTY COMMISSIONER OF ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Environmental Facilities, the incumbent of this class acts generally for and in place of the Commissioner, consistent with the provisions of New York State Civil Service Law and the Westchester County Charter, by sharing fully in the administration, planning, organization and operational activities of the Department, advising and consulting on the goals, plans and policies of the Department. Responsibilities include extensive contact with public, private and community agencies, and the public regarding issues related to Environmental Facilities. In the absence of the Commissioner, this position serves as Acting Commissioner with responsibility for supervision of the entire department. Supervision is exercised over a large number of personnel, including Deputy Commissioners as well as managerial, professional, support and maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts for and in place of the Commissioner at the request of the Commissioner or in the Commissioner's absence with full authority to commit the department;

Advises and assists the Commissioner in the formulation of policies, plans and programs;

Oversees the directors of departmental administrative and operational functions;

Evaluates all phases of Environmental Facilities programs and services and directs the implementation of corrective action when necessary;

Represents the Commissioner in the Department's relations with the various governmental, community and private agencies, and with the public;

Administers large segments of the Department's programming, as assigned by the Commissioner;

Plans and directs the development, promotion, implementation and management of a broad range of environmental programs;

Prepares and reviews the departmental budget, supportive documentation program objectives and financial records;

Expedites solutions to operational problems arising out of budget execution, personnel, administration, purchasing, etc.;

Develops operating policies to guide day-to-day operations;

Oversees the management and negotiation of administrative and consent orders, and other environmental regulatory proceedings;

Ensures proper management of department-wide contracts;

EXAMPLES OF WORK: (Illustrative Only) (cont'd)

Acts as the emergency liaison to the Department of Emergency Services;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern management principles and practices; thorough knowledge of governmental financial administration and control; thorough knowledge of emergency response related to environmental issues; thorough knowledge of operational requirements for the department; thorough knowledge of policies and procedures of environmental management facilities; thorough knowledge of state, federal, and local environmental regulations and permitting requirements for department facilities; thorough knowledge of contractual review and oversight; ability to manage specialized contracts, including environmental management, engineering, consulting, and construction projects; good knowledge of federal, state and local laws, rules, regulations and policies applicable to the operation of the department; administrative skill in the organization, development, and maintenance of a comprehensive community outreach program involving the operation of areas of the department facilities and the recruitment, selection, training and supervision of a leadership staff; skill in establishing cooperative relationships with public, voluntary, and private organizations, and the general public; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, and database software; ability in communication, including public speaking and the writing of reports, manuals, directions and related materials; capacity for investigation, analysis, planning, decision-making and implementation of policy, initiative, persistence and ability to inspire the best efforts of others; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree\* in governmental administration, environmental science, or a closely related field, AND a minimum of twelve years of full-time, paid experience in environmental operations administration in a position of major responsibility; or (b) a Juris Doctorate, Master's in Engineering, or other graduate degree in a relevant field, and a minimum of twelve years of experience in management or administration in a position of major responsibility; or (c) a satisfactory combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary degree-granting institution.

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J. C.: Exempt (Pending)  
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Job Class Code: E0996  
Job Group: XIX