



## DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.*

### **CAREER OPPORTUNITY**

#### ***Deputy Director of Saratoga County Sewer District Saratoga County Sewer District***

***SALARY: Grade 19 Base Salary \$99,329 (Max Salary \$128,936 based on years of service with Saratoga County) \*\*Plus Excellent Benefits, Compensation Plan and NYS Retirement\*\****

This is an administrative management position responsible for assisting the Executive Director in all aspects of the operation and maintenance of the Wastewater Treatment Plant and collection system. Duties include, but are not limited to, assisting in the direction and review of planning and construction assuming all administrative and engineering responsibilities in the absence of the Executive Director. administering, directing and coordinating the operational activities of the department, performing management functions such as fiscal management, budgeting, program planning, personnel supervision, and program evaluation. Additional responsibilities include providing assistance to the Chief Operator and Maintenance Manager with their duties, program planning and management. An incumbent is responsible for all department financial and statistical planning, monitoring and reporting functions. The work is performed under general supervision from the Executive Director with wide leeway given for the frequent exercise of independent judgment. Supervision is exercised over subordinate staff. Does related work as required.

#### ***Typical work activities for this opportunity are... (\*Illustrative only)***

- Coordinates and oversees plant operations, including treatment and disposal activities, in coordination with the Executive Director and Chief Operator;
- Checks and supervises the review of basic studies, construction plans, specifications and estimates;
- Studies materials and methods to be used in sewer construction;
- Investigates and confers on difficult problems arising on construction and design;
- Assists in the annual budget preparation and personnel procedures;
- Reviews proposals and bids for capital projects;
- Supervises sewer engineering, plant and maintenance activities and assists in a variety of administrative functions;
- In absence of Executive Director, authorizes expenditures for emergency repairs to maintain system, authorizes payroll, payroll certifications, payment vouchers, executive warrants, reports to the State and Regulatory agencies;
- Represents the Director at Board Sewer Commission meetings as well as County legislative committee meetings as needed;
- Serves as liaison with, and directs activities of, consultants to the Commission members;
- Assists in preparation of news and media releases;
- Maintains necessary administrative records and reports;
- Performs other relative duties as needed.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

#### ***Minimum Qualifications are:***

Possession of a professional engineer's license issued by the State of New York, qualifications for which must have included, or been supplemented by, three (3) years of experience in civil or sanitary engineering, one (1) year of which must have been primarily concerned with the design and/or construction of large-scale sewer lines or treatment plants. (PE must be maintained throughout duration of appointment)

**Qualified Candidates may submit their application & resume to:**

Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

***Applications will continue to be accepted thru April 26, 2024 or until the vacancy has been filled***

**Application is required** and is available in the Human Resources Office or on our website:

[www.saratogacountyny.gov](http://www.saratogacountyny.gov) Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

***\*\*This position is being filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date\*\****

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office.*

*Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*