

DUTIES OF THE ASSISTANT EXECUTIVE DIRECTOR

The Assistant Executive Director assists the Executive Director to manage, evaluate, direct and supervises all activities of the Authority, and implements the policies of the Authority.

GENERAL FUNCTIONS:

The Assistant Executive Director provides the initiative and the technical guidance for the improvement of the total program of the utilities system. He/She is directly responsible to the Executive Director and shall assist the Executive Director in all of functions of the utilities.

- a. Budget
- b. Financial Management
- c. Planning
- d. Reporting
- e. Personnel
- f. Coordination
- g. Evaluation
- h. Authority Policy

PERSONNEL RELATIONSHIPS:

1. The Assistant Executive Director is responsible directly to the Executive Director and works in a cooperative staff relationship with all advisory committees created by the Authority.
2. The Office Staff and the Operations Staff are responsible directly to the Assistant Executive Director.
3. The Assistant Executive Director is responsible for the personnel management program including wages, salaries, and benefits administration.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Evaluating the effectiveness of all phases of the Utilities.
2. Planning for current situations and for long-range development of capital improvements.
3. Reporting on the results of his evaluation efforts and his recommended plans for improvement to the Executive Director.
4. Developing an orderly system for securing suggestions from and handling grievances of all personnel, bringing any unresolved problems to the Executive Director.
5. Anticipating problems, where possible, and recommending appropriate policies to the Executive Director.
6. Representing the Authority in working with advisory committees established by the Authority.

7. Management of the Computer Systems.
8. Administration of the Financial Management Program.
9. Performing such other duties as the Authority or Executive Director may direct.