

Jurisdictional Class: Competitive
Adopted: May 30, 1991
Revised: May 28, 2010

MANAGER OF MUNICIPAL LIGHTING DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS: Under policy guidelines established by the mayor and Common Council, the Manager performs responsible administrative work in the Lighting Department. The work involves directing all department activities within policy determinations, with wide leeway in the implementation of department programs. General supervision is exercised over all operating units within the department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees all business management and technical activities in the Lighting Department;
Prepares and recommends plans for department programs and goals for the administrative approval of the mayor and Common Council;
Implements the policy determinations of the mayor and Common Council;
Interviews candidates and makes recommendations for employment to the mayor and Common Council;
Plans and initiates all programs promoting use of department services;
Oversees the preparation of cost and income estimates for new department programs;
Oversees the preparation of the department's annual budget;
Makes out all necessary reports for the consumer, mayor, and Common Council;
Prepares news releases and promotional materials;
Attends professional meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge in the administration of a public lighting department which involves planning, budgeting, and promoting department programs;
Thorough knowledge of office equipment, practices, terminology, and procedures;
Ability to plan and supervise the activities of clerical and technical subordinates;
Ability to understand and carry out complex oral and written directions;
Ability to prepare departmental reports;
Ability to secure the cooperation of others;
Ability to deal effectively with the public;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public administration, business administration, accounting, economics, or closely related field and seven (7) years of responsible administrative experience in a public or private electric utility service; or
- (b) Eleven (11) years of experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the lines of (a) and (b) above.

Manager of Municipal Lighting Department

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.