

PROMOTIONAL OPPORTUNITY

Vacancy No. 152-2

Title of Position Administrative Services Manager
Vacancy exists in the Warwick Sewer Authority

Salary Range \$39,807 – 56,676

Date Posted May 31, 2016

Deadline for Applying June 6, 2016

Remarks This is a Classified/Exempt Position

Examination Weight: 100% Education & Experience

Statement of Duties

Under the general supervision of the Executive Director will oversee and coordinate the Warwick Sewer Authority's administrative/business services operations; supervising and supporting front office staff as well as numerous administrative activities in support of other WSA operations, maintenance, pretreatment and inspections divisions; overseeing all sewer related billing, including quarterly sewer usage and industrial Pretreatment Program bills, bi-annual sewer assessment bills, monthly septage disposal billing and sewer connection permits; serving as WSA ombudsman handling non-routine and complex inquiries from citizens concerning billing issues as well as bill abatements, complaints, disputes and other deviations from standard WSA policies, directing staff and/or making recommendations to Executive Director and WSA Board of Directors to resolve issues; Working with the City Tax Collector's Office to coordinate bill collection activities, reviewing ageing reports and account balances and otherwise monitors collection rates; reviews and assists in preparing delinquency notices and Tax Sale lists; evaluates the effectiveness of collection policies and procedures, assists the Tax Collector in investigating legal actions and other mechanisms for collecting delinquent bills; overseeing all WSA permitting processes including but not limited to sewer extension/connections, septage hauler licensing, and plan reviews/approvals for new developments and building permits. Developing, coordinating and integrating Geographic Information Systems (GIS) into enterprise and departmental applications and assists WSA GIS users with applications and projects; overseeing various customer assistance programs including low interest Sewer Tie-In Loan Fund, the sewer tie-in grant program and the On-Site grant program. Overseeing and coordinating various WSA outreach efforts and educational programs; assists the Executive Director with budget preparation, bid specifications, and purchase and payroll approvals as designated/required; preparing grant proposals for WSA projects; supervising interns and/or contractors hired for special administrative service projects; performing administrative audits, research and analysis as directed, prepares reports, memoranda, letters and other correspondence for the Director; assisting with review, formulation and development of policies, standard operating procedures and practices within area of responsibilities, and ensures compliance with applicable laws; responsible for data quality assurance/control for administrative information systems; coordinating activities with WSA staff and other City Departments including Tax Collector, Tax Assessor, Sewer Board of Review, Water, MIS, Finance, Building, City Clerk, Community Development, Public Works, Personnel and the Mayor's Office; supports the Director on various WSA personnel matters including interacting with labor unions as necessary; supporting emergency response activities as necessary; assisting with preparation for WSA Board of Directors meetings, attending Board meetings and other public meetings as required; performs related duties and special projects as assigned.

Special Remarks

Proficiency in using computers and computer software including Microsoft Excel, Access, Word, Powerpoint and ArcView; familiarity with MUNIS and Vision for municipal finances, billing and collection a plus.

Education & Experience

Bachelor's degree from four-year college or university in accounting, finance, management, economics, or business or public administration with at least two years related experience and/or training; or equivalent combination of education and experience. Prior management and supervisory experience preferred.