



KINGSTON WATER DEPARTMENT

NOTICE OF VACANCY

Title: Business Manager

Salary: \$87,645 + benefits including medical, dental, paid leave, membership in the NYS Retirement System, and Deferred Comp.

Classification: Competitive

The Kingston Water Department (KWD) is seeking a Business Manager to oversee the Department's Business Office. The functions of the Business Office include customer service, water metering and billing, management of the Department's financial and accounting system, contract management, oversight of the Department's purchasing and inventory, management of the Department's human resources functions, preparation of the Department's financial statements, preparation of both operating and capital projects budgets, and oversight of the annual audit. The Water Department's operating budget for 2023 is \$5.4 million and is staffed by 26 employees.

The successful candidate will be an experienced leader capable of providing direction and guidance to a 2-person office staff. Due to the small staff, the Business Manager will be expected to back-fill the duties and functions of the Business Office staff during vacations or other absences and be capable of working collegially and cooperatively with other KWD management as well as the City Comptroller and other City staff. To capably manage the Business Office of the KWD, it is expected that the successful candidate will have a bachelor's degree in accounting, business management, finance or some other closely related field and have at least three years of professional financial management that includes staff supervision. However, other combinations of experience and education may be considered when selecting the individual for this position.

The Business Manager of the Kingston Water Department is a management level position, reporting directly to the Water Superintendent. As a member of the Water Department's management team, this position participates in the recommendation of departmental policy to the Board of Water Commissioners and the resolution of issues pertaining to the management of the Department.

Applications:

More information, including a full job description, can be found on our website at www.kingston-ny.gov. Follow the link for "Employment". Interested candidates should submit a resume, cover letter and completed City employment application which specifically addresses the applicant's relevant experience for this position, including size and composition of staff supervised; size of budgets and other significant factors to jdecicco@kingston-ny.gov. Important: please indicate "Water Department Business Manager" in the subject line of your email. Please respond no later than June 23, 2023

This posting is in the competitive class. The position will be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.