

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 07/31/98	CLASS TITLE: DIRECTOR, SANITARY ENGINEERING	CODE: 61658
	MAJOR AGENCIES: BCC (SANITARY ENGINEERING DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Executive director level as Sanitary Engineer under general administrative guidance of the County Administrator, Montgomery County Board of County Commissioners requiring mastery of management as registered Professional Engineer in order to plan, direct and coordinate all operations of the county's Sanitary Engineering Department, to enforce all applicable statutes and regulations and carry out all obligations concerning sanitary engineering, prepare and submit operational budget, perform variety of public relations activities and supervise assigned department managers and administrative personnel. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>As director, plans, directs and coordinates all operations of the Sanitary Engineering Department in order to enforce all applicable statutes and regulations and carry out all obligations relative to sewer districts, exercises initiative and autonomy in directing, planning, implementing, administering, coordinating and supervising operations having county-wide scope of concern, prepares and submits operational budget, is responsible for fiscal integrity of department, determines course of action, determines eligibility of county projects for federal funding, prepares and oversees preparation of necessary reports and records and supervises assigned administrative personnel, implements programs requiring multi-year time periods through complex decision and prioritization processes involving extensive research and coordination, directs the preparation and recommends measures concerning activities within the scope of the Board of County Commissioners, performs liaison with community groups, state and federal agencies, and national organizations, speaks before various groups, and in general represents and promotes the interests of the county's citizens, supports inter-governmental cooperation, supervises Deputy Director, Engineering, Deputy Director, Operations and other assigned staff.</p> <p>(Performs Related Duties As Required)</p>	<p>N/A</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Professional Engineer registered in the State of Ohio per ORC Chapter 4733. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must maintain Ohio registration as Professional Engineer.
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	Advises and provides staff support to County Administrator and commission concerning issues in Sanitary Engineering.	
3	Performs variety of public relations activities (e.g., meets with elected officials to finalize agreements, meets with developers and contractors on potential county developments, serves on policy making and quasi-judicial bodies, acts as liaison with other state and federal agencies, legislators, national organizations and public, responds to correspondence, prepares and delivers speeches to promote activities, has final approval of informational releases to media concerning policies and procedures).	
(Performs Related Duties As Required)		(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any)	TRAINING & DEVELOPMENT:
	(Other Evidences May Be Substituted)	