

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** EXEMPT APPROVED BY STATE CSC 05/19/2003  
**APPROVED:** JUNE 6, 2003

**FLSA Status:** Exempt/Executive 1/4/2010

**COUNTY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs the functions of a chief administrative officer for the County and is fully accountable and responsible for the cost-efficient and effective delivery of county government services. The County Manager is responsible for the overall administration of county government and will provide and coordinate staff services to the County Legislature, the Chairperson of the Legislature and the committees of the Legislature. The incumbent exercises independent judgment in the implementation of the directives of the Legislature in accordance with applicable laws, rules and regulations. Supervision and control is exercised over the activities of County department directors with the exception of those defined in the local law creating this office. The incumbent is appointed by the County Legislature for a four-year term. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Determines which employees of the county will perform particular duties not clearly defined by law;
2. Executes and enforces all local laws, legalizing acts, ordinances and resolutions of the Legislature and all other acts required by law;
3. Serves as an advisor to the Legislature and develops policy and procedural recommendations for consideration of the Legislature;
4. Conducts research and submits reports and recommendations regarding governmental operations as may be deemed appropriate or the Legislature may request;
5. Provides assistance to the Legislature and its committees as may be requested by the Legislature;
6. Serves as liaison between the Legislature and the boards, commissions, agencies, and advisory committees established by the Legislature;
7. Maintains relationships with and represents the Legislature in contacts with political subdivisions, State and Federal officials and agencies;
8. Subject to the confirmation of the Legislature, appoints officers, department heads and employees as the Legislature shall designate by local law or resolutions;
9. Examines and approves for payment all contracts, purchase orders and other documents after ascertaining that funds have been appropriated and allotted to meet such obligations;
10. Proscribes the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions and other agencies of the county;
11. Assists the Director of the Office of Management and Budget with the preparation and administration of the budget and is responsible for presenting the budget to the Legislature for approval;
12. Assists the Director of the Office of Management and Budget in developing and recommending a budget program that includes both long-range capital budgeting and annual operating capital budgets under the direction of the Legislature;
13. Manages the plan for Niagara County Self-Insurance Program;
14. Recommends the placement of all county insurance which is necessary with the business and property of the county;
15. Provides for the administration of support services and facilities for various units of county government, including the supervision of central reproduction, mail room and telephone operations;
16. Establishes and maintains as its agent, a uniform purchasing system to provide for the purchase, sale, rental and servicing of all supplies, materials, equipment and services for the county and all its units, including inspection, supervision and determination as to quality and conformity with specifications and be responsible for compliance therewith;
17. Participates in the conduct of collective negotiations with organized employee representatives;
18. In the absence or unavailability of the Chairperson, executes and delivers documents and contracts authorized by the Legislature.

**CONTINUED**

## COUNTY MANAGER CONTINUED

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of public administration and administrative management; thorough knowledge of Niagara County organization and operation of its budgetary procedures and practices; good knowledge of human resource and labor relations principles and practices; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both verbally and in writing; ability to compile data for reports and to make presentations; ability to evaluate situations and people and to adopt an effective course of action; ability to get along with others and maintain effective working relationships with employees at various levels of government and with the public; ability to delegate and direct the activities of employees; ability to follow and give verbal and written directions; professional and personal integrity; good judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

### SUGGESTED MINIMUM QUALIFICATIONS (as set forth in IL-018-02):

Possession of a Masters Degree in Public Administration, Business Administration or an appropriate equivalent degree from an accredited college or university **and** at least five (5) years of experience or training, or a combination thereof, in the field of public or business administration, or other educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

**NOTE:** If a non-resident of the County of Niagara at the time of appointment, the County Manager shall obtain residency within the County of Niagara within ninety (90) days of appointment and maintain such residency during the remaining term of employment.