

DEPARTMENT: NIAGARA COUNTY SEWER DISTRICT
CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/POLICY INFLUENCING NYSCSC 2/8/10
APPROVED: MARCH 23, 2004 **FLSA Status:** Exempt/ Executive 1/4/2010

ADMINISTRATIVE DIRECTOR COUNTY SEWER DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: This is work of an administrative nature that involves responsibility for planning, directing and overseeing the overall operations of County Sewer District No. 1 in accordance with the policies of the Administrative Board. The position is classified as confidential/managerial and the incumbent has the authority to hire and terminate employees under his jurisdiction. The incumbent is responsible for promoting, coordinating and implementing sewer district proposals; for directing the business management of the District; for directing and coordinating the engineering, construction, operation and maintenance of a large water pollution abatement program involving collection and treatment of wastewater and industrial wastes; for advising, collaborating with and assisting the Administrative Board and Board Chairman in fulfilling their duties; and for attending Administrative Board meetings. Responsibility for public relations is also included in this position. Work is performed under the administrative direction of the Administrative Board, with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. General supervision is exercised cooperatively with various department and division heads over all operations and activities of the Sewer District. The incumbent exercises general supervision of the Chief Operator of the Niagara County Sewer District. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

1. Promotes, coordinates and implements sewer district project proposals by communicating with all interested parties including the public;
2. Confers periodically with department and division heads to discuss matters pertaining to construction and operational planning;
3. Directs the financial and business management of and oversees the budget preparation for the district;
4. Develops and maintains databases relevant to District activities and prepares a wide variety of records and reports;
5. Manages the operation and maintenance of the completed waste interceptor and treatment facilities;
6. Identifies and implements projects to enhance District operations;
7. Provides evaluation of studies, reports, construction plans and specifications;
8. Conducts frequent personal inspections of construction in progress and other activities to expedite completion;
9. Negotiates and administers contracts pertaining to labor relations, engineering, construction, user contracts;
10. Serves as industrial pretreatment program coordinator;
11. Prepares grant applications, ensures grant implementation and prepares applicable reports;
12. Hires and if necessary terminates employees in accordance with Civil Service Law and any relevant collective bargaining agreements and oversees the training and supervision of district personnel;
13. Develops, implements, and updates procedures for security of District facilities;
14. Develops, implements, and updates user charge system for member towns/industries;
15. Oversees and directs construction of the collection systems and treatment plant;
16. Confers with legal counsel in developing contracts and sewer use ordinances for the district and insures compliance;
17. Collaborates with and provides information to local communities in water pollution control matters, such as the creation of collection districts;
18. Keeps abreast of emerging technologies in the wastewater treatment/collection field through professional organizations, seminars and literature review and implements District projects to take advantage of said technologies;
19. Supervises the Chief Wastewater Treatment Plant Operator of the Niagara County Sewer District;
20. Attends Administrative Board meetings.

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ADMINISTRATIVE DIRECTOR COUNTY SEWER DISTRICT CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles, practices and techniques of coordinating people and materials; good knowledge of wastewater collection and distribution system construction, operation, maintenance and user service; good knowledge of the principles and techniques of public relations media and demonstrated success in their use; good knowledge of personnel practices and techniques; ability to originate new procedures and techniques; good knowledge of computer systems/software and their use in systems operation, engineering and business/office environment; working knowledge of laws governing municipal operations in New York State and their effect on contractual relations; skill in the use of computer systems and software; demonstrated ability to successfully get people with diverse interests to work together harmoniously for a common purpose; ability to address diverse audiences; ability to communicate verbally and in writing; ability to follow verbal and written instructions; ability to prepare reports; good appearance; dependability; resourcefulness; good business judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with a Bachelor's degree in Business Administration or Public Administration **and** three (3) years of experience directing and controlling an identifiable organizational unit or program; **or**
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with an Associate's degree in Business Administration **and** five (5) years of the experience indicated in (a); **or**
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with an Associate's degree which include fifteen (15) college credit hours in one or more of the following fields; budgeting, planning, resource allocation, program evaluation or marketing **and** six (6) years of the experience indicated in (a); **or**
- (d) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of the experience indicated in (a); **or**
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), and (d).

03/23/2004