

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County  
~~CITY~~ of \_\_\_\_\_ Niagara \_\_\_\_\_  
~~TOWN~~  
~~VILLAGE~~

Local Law No. 5 of the year 2006

A local law Creating the Position of Administrative Director County Sewer  
*(Insert Title)*  
District and Establishing the Powers and Duties of the  
Administrative Director

Be it enacted by the \_\_\_\_\_ Legislature \_\_\_\_\_ of the  
*(Name of Legislative Body)*

County  
~~CITY~~ of \_\_\_\_\_ Niagara \_\_\_\_\_ as follows:  
~~TOWN~~  
~~VILLAGE~~

**A LOCAL LAW CREATING THE POSITION OF ADMINISTRATIVE DIRECTOR COUNTY SEWER DISTRICT AND ESTABLISHING THE POWERS AND DUTIES OF THE ADMINISTRATIVE DIRECTOR**

**1. Administrative Director**

There shall be an Administrative Director of the County Sewer District. The Administrative Director County Sewer District shall have all powers and perform all duties conferred by County Law and Civil Service Law as set forth in §A4-3. The position shall be Civil Service Job Group XII, Step 1, Flat Salary Schedule, at an annual salary range of \$49,500.00 to \$62,000.00.

**2. Appointment**

There shall be an Administrative Director, for the Niagara County Sewer District No. 1 who shall be appointed by the Administrative Board of the Niagara County Sewer District No. 1; to the extent that this provision is inconsistent with Article A3-3(1)(i); this provision shall be controlling.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

### 3. Qualifications

#### 1. 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).

#### 2. 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.

#### 4. Powers and Duties

1. 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.

#### 2. Typical Work Activities:

- a. Promotes, coordinates and implements sewer district project proposals by communicating with all interested parties including the public;
- b. Confers periodically with department and division heads to discuss matters pertaining to construction and operational planning;
- c. Directs the financial and business management of and oversees the budget preparation for the district;
- d. Develops and maintains databases relevant to District activities and prepares a wide variety of records and reports;
- e. Manages the operation and maintenance of the completed waste interceptor and treatment facilities;
- f. Identifies and implements projects to enhance District operations;
- g. Provides evaluation of studies, reports, construction plans and specifications;
- h. Conducts frequent personal inspections of construction in progress and other activities to expedite completion;
- i. Negotiates and administers contracts pertaining to labor relations, engineering, construction, user contracts;
- j. Serves as industrial pretreatment program coordinator;
- k. Prepares grant applications, ensures grant implementation and prepares applicable reports;
- l. 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;

- m. Develops, implements, and updates procedures for security of District facilities;
- n. Develops, implements, and updates user charge system for member towns/industries;
- o. Oversees and directs construction of the collection systems and treatment plant;
- p. Confers with legal counsel in developing contracts and sewer use ordinances for the district and insures compliance;
- q. Collaborates with and provides information to local communities in water pollution control matters, such as the creation of collection districts;
- r. 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;
- s. Supervises the Chief Wastewater Treatment Plant Operator of the Niagara County Sewer District;
- t. Attends Administrative Board meetings.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved)(repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*  
*(Elective Chief Executive Officer\*)*

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved)(repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*  
*(Elective Chief Executive Officer\*)*

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. 5 of 20<sup>06</sup> of the (County)(City)(Town)(Village) of Niagara was duly passed by the Niagara County Legislature on April 18 20<sup>06</sup>, and was (approved)(not approved)(repassed after disapproval) by the Chairman of the Legislature on April 18 20<sup>06</sup>. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of June 5 20<sup>06</sup>, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*  
*(Elective Chief Executive Officer\*)*

\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

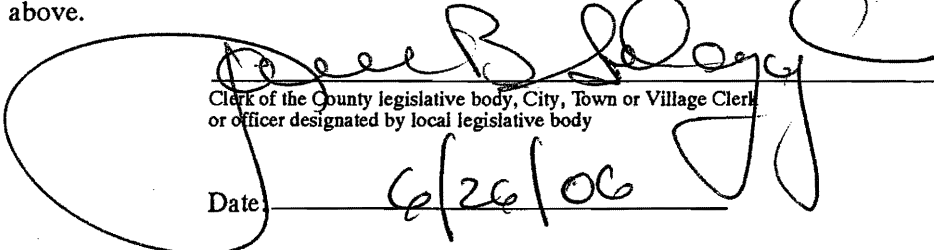
I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 20\_\_\_\_, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 20\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph \_\_\_\_\_, above.

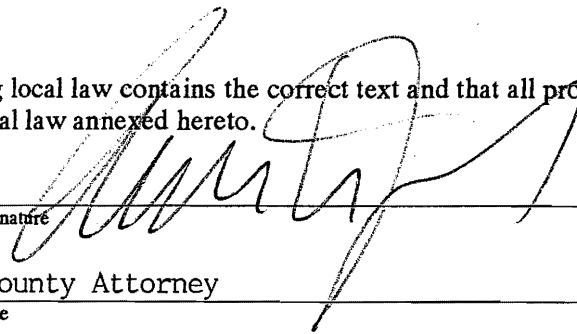
  
Clerk of the County legislative body, City, Town or Village Clerk  
or officer designated by local legislative body  
Date: 6/26/06

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

STATE OF NEW YORK  
COUNTY OF NIAGARA

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

  
\_\_\_\_\_  
County Attorney  
Title

County  
~~CITY~~ of Niagara  
~~TOWN~~  
~~VILLAGE~~

Date: June 5, 2006