

VILLAGE ADMINISTRATOR

NATURE OF WORK

This is Administrative in nature and responsible for the planning, directing, managing, and reviewing the activities and operations of the Village. The Administrator is to coordinate Municipal services and activities among Village departments and with outside agencies., as well as provide responsible and complex administrative support to the Board of Trustees.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Assume management responsibility for all Village departments, recommending and administering policies and procedures.

Direct the development and implementation of Village department goals. Assisting Department Heads with establishing policies and priorities to accomplish those goals.

Conduct annual, and ongoing, performance evaluations on all department heads to insure Village goals are met, and Village services and programs remain effective.

Plan, direct and coordinate, through department heads, the work plan for all Village departments.

Oversees the development and administration of the Village budget; with the assistance of the Village Finance Director, lays out a spending plan for the Village Board's consideration for operations, capital equipment, and long range plans.

Conducts collective bargaining and negotiations of employment contracts with assistance from the Village's Labor Counsel. Develops and recommends bargaining concepts and strategies for board approval. Attends all bargaining sessions, and/or grievance hearings. Advises officials on impact of contract terms on personnel system and wage administration.

Oversees the development and implementation of the Village's risk management program.

Serves as the Board of Trustees' liaison, and represents the Village with all outside agencies, public, private, local, state and federal. As such, negotiates with those individuals when necessary. Assisting citizens in their interaction with all Village departments, boards and commissions, in the delivery of Village services.

Responds to oral and written inquiries, requests for assistance, and complaints from individuals, and refers citizens to the appropriate department and staff to resolve issues.

Attend and participate in professional group meetings, staying abreast of new trends and innovations in the field of Village Management and Administration.

Responsible for insuring all Board meeting packets and related materials are prepared and forwarded to the Trustees in sufficient time for them to review and prepare for the scheduled Board meeting.

Provide leadership and direction in the area of economic development, for both business retention and new businesses.

Responsible for the administration and implementation for enforcement of the Village's Zoning Code.

Responsible for maintenance of a safe work environment through best practices and effective policies/procedures.

OTHER JOB RESPONSIBILITIES

Performs related duties as assigned by the Mayor and Village Board.

REQUIREMENTS OF WORK

Bachelor's Degree in Public Administration or related field; Master's Degree preferred. Minimum of ten (10) years of Municipal Management experience; or any equivalent combination of education and experience.

Extensive knowledge of Federal, State and Local Laws pertaining to Municipal Administration.

Thorough knowledge of Economic Development Strategies.

Comprehensive knowledge of the various financial requirements of Municipal Government.

Moderate Computer software skills required.

Ability to plan, organize and direct the development of projects, the ability to prepare reports, analyze problems and formulate recommendations.

Ability to direct and evaluate the work of department heads as well as professionals and other subordinates, including office staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand/Eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Specific vision abilities required by the job include close vision and the ability to adjust focus.