



POSITION DESCRIPTION

Position Title: Village Administrator/Administrator

Reports to: Village President & Board of Trustees

FLSA Status: Exempt

Status: Full-Time

Grade: X

Hours of Work: Primarily regular dayshift office hours with frequent evening and weekend work as needed.

Statement of Duties

Professional administrative, technical and supervisory work in managing and directing Village activities, departments and projects on behalf of the Board of Trustees including the establishment of departmental goals and objectives, policies and regulations. Researches, analyzes and recommends changes in village policies, personnel, systems and procedures, and serves as liaison and coordinator between village officials, employees and citizens; all other related work as required.

Supervision

Works under the policy direction of the Board of Trustees in accordance with village bylaws, policies and procedures, state and federal statutes. Functions with considerable independence and is directly accountable for actions.

Performs highly responsible work of a complex nature requiring the exercise of considerable independent judgment and initiative in providing professional guidance to the Board of Trustees, department heads with the exception of the Police Chief, village departments, boards and committees, concerning the development, implementation and administration of policies, goals, regulations, and statutory requirements related to the administration and operation of the Village. Position involves analyzing difficult administrative problems and recommending solutions.

Employee has direct supervisory responsibility for all department heads reporting to the Board of Trustees, clerical pool staff, and several part-time positions. Responsible for assisting to coordinate the work and administrative activities of those employees not

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reporting directly to the Board of Trustees. Evaluates department heads; recommends disciplinary actions to Board of Trustees. recruits, screens and recommends personnel to Board of Trustees for appointment. Employees are located at different locations and may work different shifts.

Job Environment

Work is performed under typical office conditions. Position requires frequent night meetings and work on week-ends as needed; may be contacted at home at any time to respond to important situations and emergencies. Incumbent is required to attend social and civic events to represent the Village.

Operates a computer and associated technical software, and general office equipment such as a calculator, e-mail, facsimile, and telephone.

Employee makes constant and direct contact with the public requiring significant perceptiveness and discretion with all departments and boards, members of the business and civic community, local taxing authorities, attorneys, and state, federal and local officials as well as the media. Contacts require excellent customer services skills, persuasiveness, and resourcefulness to influence the behavior of others.

Employee has access to an extensive variety of confidential information, including lawsuits and settlements, criminal investigations, bid proposals, negotiating strategies, personnel records. Position requires the use of extensive judgment and initiative within policies and procedures that may require interpretation and direction to others and developing appropriate responses.

Errors in judgment could have a significant and continuous effect on the village's ability to deliver services and may have direct financial and legal repercussions, loss of revenue, damage to buildings or equipment, injury to employees, and cause considerable adverse public relations. Responsible for the safety of all village employees and building operations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Oversees and responsible for the planning, administration, personnel management, procurement of services/equipment, and coordination of the daily operation of the Village as delegated by the Board of Trustees and the requirements of existing policies, procedures and bylaws, state statutes and federal laws.

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Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. Provides professional advice to Trustees and department heads, makes presentations to boards, village meeting and the general public.

Acts as Chief Administrative Officer for the Board of Trustees; prepares the agenda, attends all meeting of the Board. Receives and makes appropriate disposition or referral of all Board correspondence and communications. Anticipates needs of the Trustees for information and background material. Ensures that all decisions of the Board are carried out. Keeps the Board fully advised regarding departmental operations and financial health.

Establishes goals, objectives, policies based on the needs of the Village. Provides supervision, direction and guidance including regular communication and development of goals/objectives for all village staff and reporting department heads; assists all department in any administrative or operational areas to insure regulatory, statutory or procedural compliance.

Responsible for implementation and maintenance of the Village's strategic plan.

Assists the Planning Board in the preparation and administration of the capital budget of the Village.

Establishes and oversees budget process from developing instructions and setting deadlines, to providing materials and recommendations for Appropriations and Capital Planning reviews. Coordinates the development of strategic financial goals for the Village. Makes recommendations concerning financial policies and practices. Reviews all revenues collected and makes recommendations concerning fees, charges, and Enterprise Fund rates as well as new sources of revenue.

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

Consults with department heads and employees of every rank on sensitive issues involving performance problems, health issues, management styles, contract interpretation, leave and attendance, job assignments.

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

Serves as the Board of Trustees's liaison and representative to village boards/ committees, local, state, and federal agencies. Negotiates with citizens and other outside public and private agencies; assists citizens in their interaction with all village departments, boards and committees in the delivery of village services. Responds to oral and written inquires, requests for assistance, and complaints; refers citizens to appropriate departments and staff member.

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Investigates complaints from a variety of sources; develops responses and, when appropriate, directs corrective action.

Prepares all Board meeting packets and related materials. Develops, writes and compiles background materials for village Board of Trustees meetings. Directs all mailings and insures the development of quality products.

Oversees all Village automated management information systems, makes recommendations for improvements and implements appropriate policies relative to systems.

Oversees coordination and compilation of annual village reports; annual licenses and appointments.

Prepares applications for grants, administers grants received, works with appropriate state and private officials on projects.

Oversees all village facility maintenance, construction and repairs.

Works on special projects; performs similar or related work as required or a situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in public/business administration or related field; master's degree preferred; minimum of ten (10) years of municipal management experience as a Chief Administrative Officer; or any equivalent combination of education and experience. Advanced education in public administration, business administration, management, law or economic development preferred. Experience with Illinois' general laws, collective bargaining, personnel administration, and village meeting process.

Knowledge, Ability and Skill

Knowledge:

- Thorough knowledge of Illinois General Laws, and federal statutes (FLSA, FMLA, AA/EEO/ADA etc), pertaining to municipal government including finance, budget, personnel policies and practices, collective bargaining, systems management and operations.
- Thorough knowledge of economic development strategies.
- Expertise in the operation and organization of municipal government. Sufficient knowledge of emerging technologies and to recognize value to the Village.
- Comprehensive knowledge of the various financial requirements of municipal government.
- Proficiency in various computer software and hardware applications such as Microsoft Word, Excel, and Power Point.

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Ability:

- Ability to direct and evaluate the work of department heads as well as professionals and other subordinates including office staff.
- Ability to plan, organize, and direct the development of projects, the preparation of reports, analyzes problems and formulates recommendations.
- Ability to bring people together around complex goals and develop consensus among community groups and individuals that may not share common priorities.
- Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees, board/committee members, agencies and officials, media and the public.
- Ability to prioritize and manage multiple tasks, and delegate authority in a prompt and effective manner.
- Ability to negotiate contracts, agreements and appropriate working arrangements and achieve timely results under stressful circumstances.

Skill:

- Strong oral communication skills and the ability to represent the Village before an array of organizations including providing statements to the media.
- Excellent writing skills required to prepare various reports and position papers.
- Strong organizational skills and the ability to manage a large number of projects and tasks.
- Skill in the utilization of technology as a means of strengthening the organization and its services.
- Skill in creative problem solving.
- Professional skills related to customer service and strong customer service orientation.
- Skill in remaining non-political, yet understanding local government politics.

Residency Requirement

Residency is strongly preferred and subject to negotiation with candidate/employee.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate and view a keyboard and standard office equipment. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is frequently required to sit, talk and hear. Incumbent may be required to lift up to 10 pounds. Equipment operated includes automobile, office machines, pager, and computer.