

**POSITION: Village Administrator**  
**DEPARTMENT: Administration**  
**SALARY RANGE: \$45,000 to \$66,500**

**STATUS: Exempt Full-time Salaried**  
**REPORTS TO: Mayor and Council**

**GENERAL**

This position directs the management and operation for water, wastewater, street, storm water, park facilities and town hall. This position works closely with the Mayor, Council and other Village personnel; represents the Village to other government agencies and organizations outside of the Village. The Administrator shall maintain necessary confidentiality at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Village Administrator works closely with the Mayor and Council to develop Village policies and procedures; communicates and implements these procedures. The Village Administrator will create and devise ordinances and resolutions as needed. He/she works closely with Solicitor, Fiscal Officer, Public Works Superintendent and other professionals to solve municipal problems. The Village Administrator assists citizens with problems regarding municipal services and evaluates existing programs and develops recommendations for improvement to increase the effectiveness, efficiency and responsiveness of Village operations and services. He/she directs implementation of new or expanded programs. The Village Administrator must keep the Mayor and Council informed on municipal services, programs, plans and fiscal matters by written or oral reports at Council meetings

The Village Administrator enforces the Zoning and Subdivision Ordinances and issues building permits. He/she ensures Village maps and drawings reflect changes and are up to date. The Village Administrator oversees projects and inspects contractor's work, approves change orders and makes sure projects are completed timely and as planned. He/she advises the Mayor and Council on major problems and concerns pertaining to Village operations and recommends solutions; confers with elected officials, state and federal agencies, private organizations and citizens concerning Village matters; represents the Village before legislative, judicial, and administrative bodies; directs and evaluates the work and professional development of subordinates and staff.

The Village Administrator serves as purchasing agent and coordinates all municipal purchases; reviews and recommends annual budgets and methods of financing municipal services and controls expenditures within budget appropriations. He/she appoints all employees under his/her direction, provided positions are first authorized by Council.

The Village Administrator is required to learn the basics of the budgetary, payroll and utility programs to assist in the daily operations of the Village in the absence of the Fiscal Officer or Utility Clerk.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

The Village Administrator must have comprehensive knowledge of municipal management concepts and techniques and considerable knowledge of financial management. He/she must have a thorough understanding of planning and programming concepts, methods, and techniques.

The Village Administrator must be skilled in effectively communicating complex instructions and policies both orally and in writing, to individuals and to groups. He/she must have the ability to analyze and solve difficult management problems. The Village Administrator must have the skill in directing, evaluating, and developing personnel. He/she must also have considerable skill in developing effective working relationships with Village officials, other public and private agencies, civic groups and Village residents. The Village Administrator must be able to understand and interpret construction drawings.

## **QUALIFICATIONS**

- Two years supervisory experience, preferably in municipal government.
- Experience in working with diverse Boards, Committees, etc.
- Understand municipal utility systems.
- College level coursework in Public Administration or equivalent; degree preferred.
- Valid State Driver's License required.
- Any combination of education and experience that meet the minimum knowledge/skills.

## **TOOLS AND EQUIPMENT USED**

Personal computer, telephone, fax and copy machines, typewriter and motor vehicles.

## **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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee is frequently required to speak and hear. The employee is required to make visual observations, to read reports, and to prepare reports for others to read. The employee is occasionally required to walk, climb, stoop, or kneel. The employee will make frequent visits to the Water and Wastewater treatment plants and will regularly make field inspections of ongoing construction and maintenance work which may involve walking over rough ground, climbing ladders, or entering enclosed spaces.

**WORK ENVIRONMENT**

The work environment described here is representative of that which an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment will be primarily in an office setting; however, the employee will make field inspections of ongoing construction and maintenance work, which may involve being outside in severe weather. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes, airborne particles or toxic or caustic substances. The noise level may be high in field and plant settings.

**SPECIAL REQUIREMENTS**

Performs other duties as required.

8/14/18