VILLAGE OF UNION GROVE

Position Description

# Village Administrator

# (10-22-18)

**Reports To: Village Board FLSA Status: Exempt**

**Prepared By: Village of Union Grove Personnel Approved By: Union Grove Village Board Approved Date:**

**Summary**

Directs and coordinates administration of the village in accordance with policies determined by the Village Board or other authorized elected officials by performing the duties personally or through subordinate supervisors.

# Essential Duties and Responsibilities

* All duties and responsibilities as defined in the Village Ordinance Sec. 2-131 through Sec. 2-134.
* Carry out the directives of the Village Board that require administrative implementation.
* Administer the day-to-day operations of the village.
* Establish necessary procedures to increase the effectiveness and efficiency of government according to current practices in local government, not inconsistent with the general purpose of the position, or directives of the Village Board.
* Represent the Village in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the village.
* Act as a public information officer for the village, at the direction of the village Board.
* Attend all Village Board meetings.
* Discipline and manage department heads and staff as provided by state laws or local ordinances.
* Interact with departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment.
* Responsible for the overall direction, coordination, and evaluation of the various departments.
* Interview and effectively recommend hiring of new employees to the personnel committee. Assist in training new employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
* Evaluate the performance of subordinate employees on a regular basis and of peer employees as requested.
* Administer annual (August) performance evaluations of all employees with the assistance of department heads.
* Process complaints, hear and adjust grievances. Investigate misconduct and levy discipline as may be necessary.
* Oversee the Village’s insurance program and the purchase of insurance coverages.
* Work with department heads in preparation of the annual budget and submit estimates to authorized elected officials for approval. Administer the annual budget as adopted by the Village Board.
* Plan for future development of urban and non-urban areas to provide for population growth and expansion of public services.
* Serve as Executive Director of the Community Development Authority as requested or appointed by Village Board.
* Oversee all contracts for the purchase of equipment, supplies, and property to insure compliance with the village’s purchasing policy and contract provisions and assist with bid preparation, analysis and compliance as requested.
* Work with the Village Engineer in the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
* Work with the Village Engineer in overseeing project management for the construction of municipal public works projects to ensure contractor compliance with time and budget parameters for the contract.
* Develop general policies in consultation with appropriate committee heads for the expansion, operation, and maintenance of various programs.
* Other related duties as they may be assigned.

# Education and/or Experience

* 1. MPA preferred B.S. with emphasis on public administration or achievement of Associate’s degree (A.A.) or equivalent from a two-year college or technical school; OR sufficient related experience or training OR an equivalent combination of education and experience.
  2. At least three years experience as a municipal administrator or Deputy municipal administrator.

# Preferred Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required.

* + 1. Possess municipal experience as an administrator/manager or assistant administrator/manager with solid experience and orientation to the activities and operations of a village.
    2. Provide strong administrative leadership, counsel and support to the Board, being adaptive to changing personalities and styles of group interaction.
    3. Be familiar with and committed to goal-setting and strategic planning processes involving the Board and department heads.
    4. Possess knowledge of financial management abilities, including financial forecasting, and budget control.
    5. Possess solid personnel management and employee/labor relations skills.
    6. Have knowledge of land use, zoning, planning, and development/redevelopment principles and practices.
    7. Have sensitivity to environmental concerns as well as solid waste reduction (recycling) programs.
    8. Be familiar with, interpret, and apply organizational policies, laws, rules, and regulations.
    9. Ability to accomplish a variety of tasks using organizational skills, delegation of authority and sound judgment while maintaining a high degree of accuracy and efficiency.
    10. Ability to write business correspondence, reports, speeches, and articles for presentation to top management, public groups, and the Village Board.
    11. Ability to respond rapidly and effectively in emergency situations demonstrating stable and mature judgment.
    12. Ability to maintain confidentiality of all Village matters.
    13. Working knowledge of financial and accounting principles.
    14. Ability to utilize various computer equipment and programs.

# Tools and Equipment Used

Personal computer (lap top to be provided), including but not limited to word processing, spreadsheet, database, village vehicle, telephone, calculator, copy and fax machines

# 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.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, bend, crouch, or crawl. The employee must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

# Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high precarious places and fumes or airborne particles. The noise level in the work environment is usually low to moderate.

# Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The Village reserves the right to promote from within if qualified candidates are currently in its employ. All applicants may be required to submit to a medical examination prior to appointment, consistent with the requirements of the position. Background check of local, state or federal authorities will be conducted for all applicants.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Union Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

# Salary and Benefits

Wage as determined and approved by the Village Board