

Village of Questa

Job Description

VILLAGE ADMINISTRATOR

Reports To: Mayor and Council
Department: Executive
Classification: Exempt

JOB SUMMARY

As Chief Executive Officer of the Village, leads planning and execution of policies and operational activities at the highest level of Village management with the help of subordinate managers. This is an at-will management position under the direct supervision of the Mayor with policy oversight by the Council. Provides direction to the municipal government and oversight for community development, safety, and customer satisfaction. Manages Village employees, budgetary controls, and performance measures. Upholds the integrity and all safety issues innate to the position and displays behavior consistent with the mission, vision and values of the Village of Questa through leadership, ethical conduct, and proper use of Village resources, personal accountability and responsibility and provides utmost customer service to the constituency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(This position may not include all of the duties listed; nor do the listed examples include all duties which may be found in a position in this classification.)

Directs the Village organizations that administer and monitor regulated activities, interpret and clarify laws, and ensure compliance with laws.

Expectation: *Direction, leadership and administration is effective, timely, and in compliance.*

Develops, plans, organizes, and administers policies and procedures for organization to ensure administrative and operational objectives are met.

Expectation: *Objectives are attained, timely, effective, and according to stated policies.*

Administers, interprets, and explains policies, rules, regulations, and laws to organizations and individuals under authority of commission or applicable legislation.

Expectation: *Administration and interpretation is appropriate, timely, effective, and according to standards.*

Ensures compliance with the Village's needs for capital investments and improvement projects.

Expectation: *Investments and projects are appropriate and effective.*

Negotiates contracts and agreements with federal, state, or other agencies and prepares budgets for funding and implementation of programs.

Expectation: *Contracts, programs, and projects are appropriate, timely, and effective.*

Oversees direction and activities of workers in a public organization to ensure continuing operations, maximize returns on investments, and increase productivity. Ensures compliance with standards for cost control, waste reduction, quality, safety, and complete and on-time delivery.

Expectation: *Human resources are maximized, compliance is consistent and complete.*

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Determines operations headcount needs and ensures compliance with human resources policies. Ensures development, direction, and coordination of testing, hiring, training, and evaluation of city employees.

Expectation: *Staffing needs are attended to in a productive and complete manner.*

Provides leadership for problem resolution to facilitate improvements and enhance working relationships. Implements corrective action plan to solve problems.

Expectation: *Problem resolution is effective, thorough, and timely.*

Reviews and analyzes legislation, laws, and public policy and recommends changes to promote and support interests of general population, as well as special groups.

Expectation: *Review and analysis is consistent, timely, and complete.*

Establishes and ensures a comprehensive and current record keeping system of activities and operational procedures in business office. Manages compliance with state and federal regulations.

Expectation: *Records are complete, timely, accessible, and documented. All regulations are consistently and completely met.*

Implements all Municipal Policies.

Expectation: *Policy enforcement is equitable throughout the Village.*

Assists with the development and proposal of the annual budget, prepares supporting justification for presentation to the Governing Body, advises the Council on the financial status and needs of the Village.

Expectation: *The financial soundness and well being of the Village is first and foremost.*

Serves as Procurement Officer, assumes the responsibility for compliance with the Procurement Code and makes all purchases.

Expectation: *Spending is within budget and has documented justification as needed.*

Represents the Village in regard to local, regional, state and Federal activities of concern to the Village.

Expectation: *The needs of the Village and its residents are first and foremost.*

Attends all meetings of the Governing Body unless excused by the Mayor, serves as an ex-officio member of such boards, commissions, committees or authorities as directed by the Mayor.

Make policy and pay recommendation, make full time appointments and terminations according to the Personnel Rules, coordinates employment benefits.

Expectation: *Human Resource issues will be handled in a fair and equitable manner.*

Coordinates activities with Consulting Engineer (s) and Village Attorney.

Expectation: *The Mayor and or Village Council will be kept abreast of activities and decisions as needed.*

Serves as Village Public Information Officer.

Expectation: *Information will be accurate and given in a timely manner.*

Plans, organizes and directs programs and services, evaluates results and recommends policies, procedures and actions to achieve Village goals.

Expectation: *The needs of the Village are consistently monitored to ensure the appropriateness of programs and services.*

May testify in court, before control or review board, or at legislature as required in the interest of the municipality.

Expectation: *Representation is timely, truthful, and complete.*

Communicates clearly and directly with constituents.

Expectation: *Communication is ongoing, clear, concise, and complete.*

Maintains a favorable working relationship with constituents and stakeholders to promote a cooperative and harmonious environment.

Expectation: *There is a demonstrated sense of community and cooperation*

SUPERVISORY RESPONSIBILITIES

Manages the Village staff.

Manages subordinate supervisors, who supervise employees in their respective departments.

Is responsible for the overall direction, coordination, and evaluation of the Village government.

Carries out supervisory responsibilities in accordance with the Village's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees and addressing complaints and resolving problems

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A degree in Business Administration or some other field allied with municipal administration, plus two years experience in one of such fields in an administrative capacity; or, a minimum of two years of a college education and at least two years of experience in governmental administration in an executive capacity in municipal government; including supervisory experience, or equivalent combination of experience and education acceptable to the Village.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Knowledge of media, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual media.

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Knowledge of public safety and security, relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, government representatives, constituents, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains a valid Driver’s License.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There is limited exposure to physical risk.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

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