

# **Village of Caledonia, WI**

## **Job Description: Village Administrator**

### **Position Summary:**

The Administrator serves as the chief operating officer for the daily operations of the Village and serves at the pleasure of and reports directly to the Village Board of Trustees. The full-time, salaried position manages and provides leadership to the Village employees via the department heads. The Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments, divisions, and services of the Village government and of all officers and employees who are working on behalf of the Village and make recommendations respecting the same to the Board. The Administrator serves the Board in the development and implementation of its legislative policies and is responsible for the Administrator duties as outlined in the municipal code, statutes, and all other applicable laws of governance.

### **Essential Duties and Responsibilities:**

The primary responsibilities of this position include but are not limited to the following:

- Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Village Board
- Work with Finance and the Village Board as the primary staff responsible for leading budget development and monitoring financial performance relative to the budget in accordance with all statutory requirements, while allowing the financial staff to adhere to proper accounting procedures.
- Work with the Personnel Committee in overseeing all aspects of personnel and benefits administration
  - Provide direction and monitoring of all employees in the Village, according to organization procedures. Include department managers in the process.
  - Includes evaluation, discipline, pay and wage recommendation, health insurance claims
  - Oversee contract negotiations with the direction from the Village Board
  - Requires wage negotiations experience and performance based evaluation
  - “What if” analysis of wages and fringe benefits for budget process options
  - Establish and maintain procedures to facilitate communications to assure complaints, grievances and other matters receive prompt attention by the responsible official
  - Ensure that proper personnel records and job descriptions are maintained for all employees
  - Maintain annual performance evaluations and goal setting for all employees through department heads.
  - Recommend appointments, promotions and make known discipline, suspension or termination of department heads to the Village Board
- Approve Village purchases, using the procurement policy and financial guidelines
- Oversee requests for proposals or bid requests using the standardized bid process. Review, analyze, and report results to the Village Board and prepare a recommendation with the analysis for support.
- Ensure the thorough and satisfactory completion of contracted and consultant work by reviewing punch lists and interviewing contractors and Village project managers upon completion of projects; including the annual audit process
- Work with the Planning Commission to keep the Village Board informed of all interest in development in the county, as well as the Village, and any interest shown for growth within the Village limits.
  - Attend all Village Planning Commission Meetings.
  - Act as principle Village staff representative; assist the planner in setting up Planning Commission Meeting Agendas.
  - Provide input, guidance and assistance to the Planning Commission members and meeting applicants.
- Organize all necessary and required staff recommendations and comments from the Department Managers of Engineering, Police, Fire and Highway departments that may pertain to any agenda items and administer the presentation of these recommendations and comments at each meeting.

- Monitor day to day operations of the Village, ensuring enforcement of Village ordinances, resolutions, village Board meetings and State Statutes
- Provide weekly Village Board updates summarizing activities in each department and financial position
- Draft or review and revise administrative procedures to increase the effectiveness and efficiency of Village operations according to best practices in local government
- Stay current on all Federal, State and County legislation and administrative rules affecting the Village. This would include reading newsletters, publications and attending workshops, seminars as budgeted
- Attend all meetings of the Village Board, assisting the President and the Board by preparing the Village Board agenda per Section 2-43
- Perform all other duties as may be assigned by the Board

**Minimum Education and Experience Requirements:**

Minimum education requirements should include a Bachelor's Degree in Business Management/Administration, Public Administration, Civil Engineering, Community Planning or related field. Related experience should include a minimum of 8 years of mid level or above managerial experience. A preference will be given to applicants with strong skills in accounting/budgeting, project management, community planning, leadership and negotiations.

- Proficiency in general accounting principles & budgeting. Public finance and municipal accounting experience are considered a plus
- Knowledge and/or experience in municipal or community planning
- Ability to lead and manage multiple departmental managers
- Experience in goals management and results based performance management
- Experience in project management
- Strong verbal and writing skills associated with the general public and the media. Public speaking experiences a plus. Serve as the "Public Information Officer"
- Technology skills and experience to assist in the management of applications, systems and hardware
- Human resource skills and experience a plus
- Strong organization and record keeping skills
- Possess and maintain a valid driver's license