



---

**NOTICE OF SPECIAL VILLAGE BOARD MEETING**  
**Tuesday, April 29, 2024 at 5:00 p.m.**  
**Caledonia Village Hall - 5043 Chester Lane**

1. **Call to order**
2. **The Village Board will take up a motion to go into CLOSED SESSION**, pursuant to Wis. Stat. S.19.85(1)(c) and (e), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the position of Village Administrator and proposals from professional search and recruitment firms.
3. **The Village Board reserves the right to go back into OPEN SESSION**, and possibly take action on the items discussed during the closed session, authorize the engagement of a firm to assist the Village in recruiting a new Village Administrator and to move to the remaining items on the agenda.
4. **Discuss and review Village Administrator job description.**
5. **Adjournment**

Dated April 26, 2024

Jennifer Olsen  
Village Clerk

# Village of Caledonia, WI

## Job Description: Village Administrator

### **Position Summary:**

The Village Administrator serves as the Chief Operating Officer for 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, reporting back promptly.
- Work with the Finance Director and the Village Board as the primary staff responsible for leading budget development and monitoring financial performance related to budget in accordance with requirements
- Work with the Human Resources Manager 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
  - 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 & goals for all employees through department heads
  - Recommend appointments, promotions and make known discipline, suspension or termination of department heads to the Village Board (except Police and Fire personnel)
- 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 thorough and satisfactory completion of contracted and consultant work by reviewing punch lists and interviewing contractors and project managers upon completion of projects; including annual audit process
- Work with the Development Director 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 Village Planning Commission Meetings as needed
  - Assist the Development Director in setting up Planning Commission Meeting Agendas
  - Work with the Development Director to 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 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 periodic 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
- Serve as the Public Information Officer
- 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 a 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.
- 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