

Village of Lake Hallie Position Description

Position Title:	Village Administrator	Department:	Administration
		FLSA:	Exempt
Last Update:	August 2024	Reports To:	Village President / Village Board

Purpose of Position

The Village Administrator shall be the chief administrative staff employee of the Village, equally responsible to the Village President and Village Board for the proper administration of the business and affairs of the Village pursuant to the statutes of the state of Wisconsin, the ordinances of the Village, and resolutions and directions of the Village President and Village Board. The Village Administrator provides overall direction and leadership to all Village employees.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be considered as exclusive or all-inclusive. Other duties may be required and assigned.

Guides the Village Board and management team through the strategic planning process and implements the goals and objectives established by Village Board and management through the strategic planning process.

Will attend Village Board meetings, and in absence of the Village Clerk Treasurer work to keep minutes to be turned into Clerk/Treasurer.

Manages and provides direction to Village employees through direct management or delegation to ensure that board directives and policies are appropriately implemented.

Directly supervises Village Clerk/Treasurer, and Public Works Director and Police Chief on financial issues. The Police commission oversees all other police department issues.

Act as personnel officer of the Village, recommend salary and wage scales and working conditions for those officers, officials or employees not covered by collective bargaining agreements

Performs human resources and labor relations management duties including resolving employee relations issues, establishing personnel policies, responding to grievances, and participating in labor negotiations. Payroll processing and approval to be prepared by Administrator and approved by Village President.

To participate in the annual budget process; working with department heads to ensure long term project and municipal viability.

Oversees, assists, and / or monitors economic development projects.

Establishes and maintains constituent relations and positive intergovernmental relations; participates in community organizations and community events. Prepares and manages press releases and represents the Village to the media.

Manages short and long-term community planning tasks. Will also collaborate with the Fire District board on budget issues.

Performs risk management duties including monitoring claims, ensuring adequate insurance coverage, and facilitates issues being resolved in a timely manner.

To attend official meetings of the Village Board and collaborate with the Village Board on important matters pertaining to village administration, business, and affairs; and to make recommendations from time to time for improving the quality and efficiency of the services performed by the Village.

Act as purchasing agent, directing the making of all purchases of materials, supplies, equipment, and services of every kind and character for any and all departments and subdivisions of the Village, subject to the purchasing procedures established by the Village Board and any limitations contained in the Wisconsin State Statutes or municipal ordinances.

Such other administrative duties and powers consistent with ordinances as may be prescribed by the Village Board from time to time.

To monitor compliance with all village ordinances.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors degree in business administration, public administrations or a related field; and a minimum three years local government experience, including prior experience as an administrator, public works director, clerk, treasurer, planner or related field is preferred. A combination of education and experience that provides the necessary knowledge, skills, and abilities is essential for this position.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to develop new, or modify existing policies, strategies, and/or methods to meet unusual conditions within the context of prudent management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

Ability to manage and direct a group of employees, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the development and application of policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as accounting methods, budget reports, audit reports, balance sheets, general ledger, chart of accounts, internal controls, personnel policies, job applications, performance evaluations, union contracts, investment policies, ordinances, resolutions, state statutes, various regulations, and non-routine correspondence.

Ability to effectively communicate orally and in writing with Village officials, state and federal agency personnel, department personnel, Village department heads, outside auditors, financial institution personnel, bond counsel and consultants. Ability to exercise tact and diplomacy in communicating issues.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, and supervising.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving major financial risk to the Village.

Physical Requirements

Ability to operate a variety of office equipment such as a personal computer, computer terminal, telephone, calculator, computer printer and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions. Position requires working under multiple and concurrent deadlines.

EOE/ADA

The Village of Lake Hallie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.