

VILLAGE OF HIGHLAND HILLS

JOB POSTING

POSITION TITLE: Village Administrator

CLASSIFICATION NO.:

DEPARTMENT: Administration

PAY RANGE: \$56 - \$58

FT/PT Status: FT

REPORTS TO: Mayor

JOB SUMMARY:

Assists in directing, coordinating and managing the day-to-day operations of the Village. Exercises direct supervision over management, supervisory, professional, technical and administrative support staff. Plans, directs and manages the Village's work plan forecasting the funds needed for operations.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as a critical link between Directors, Department Heads, and the Mayor, directing the activities of the Village departments and administrative staff.
- Facilitates internal and external communication throughout all levels of the organization: conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the Village; serves as a liaison between the Mayor and Village Council and staff.
- Assists with the development of goals and objectives for the Village, as well as monitoring and evaluating progress made toward goal completion.
- Develops and implements special initiatives, projects, policies and procedures.
- May assist in the development and implementation of the Village's strategic plan and economic plan.
- Provides leadership in the management of major projects and/or reviewing the status of progress made toward completion.
- The Village Administrator is an important link between the Village and the community, maintaining and building positive relationships with numerous local and regional entities and community leaders, addressing and resolving resident issues that have not otherwise been addressed and responding to inquiries and requests from various key partners and constituents that include Village Council, residents, businesses, and civic groups.
- Initiates action to improve departmental and Village operations, employee performance, morale and work methods.
- Assists in the evaluation of Supervisory Staff and the implementation of the evaluation process for subordinate staff members.
- Serves as a liaison between Village staff, the Mayor, and the Village Council; attends all meetings of the Village Council; brief Council Members on pending agenda items and other Village issues; responds to inquiries and provides Council Members with information on the status of Village operations and projects; provides analysis as needed to assist the Council to make informed policy decisions.
- Back up Administrator for department heads.

Desirable Training and Experience Required:

Bachelor's degree preferred in appropriate field or comparable job experience. Government experience preferred with 5 years in management. Valid driver's license.

Knowledge, Skills, and Abilities:

Knowledge of business English; Ability to operate a variety of automated office machines including, but not limited to, computer systems, printer, calculator, copier, telephone and fax machine. Knowledge of basic office methods and procedures; familiar with phone systems and professional phone etiquette.

Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with the public, co-workers, peers and supervisors. Ability to exercise sound judgement in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

Ability to comprehend a variety of informational documents including routine correspondence, reports and records. Ability to prepare correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to record and deliver information, to explain procedures, to follow instructions. Ability to communicate with supervisor, administrators and other Village Employers. Must be organized with an ability to multitask.

Minimum Physical and Mental Qualifications:

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. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee has the ability to perform heavy manual tasks for extended periods of time and lift a minimum of 25 pounds and; ability to work safely; requires climbing, stooping, bending, crawling, and kneeling.

While performing the duties of this job, the employee frequently works inside/outside . . .

The noise level in the work environment is usually moderately noisy.

The noise level in the work environment is usually low to moderate.

Posting dates: November 21, 2016 through November 30, 2016

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.