

**Village of Gilberts
Classification Description**

Classification Title:	Village Administrator	Department:	Administration
Classification Grade:	12	FLSA:	Exempt
Reports To:	Village Board	Emergency Response:	No

Purpose of Classification

The purpose of this position is to manage and direct the administration of all Village affairs, including Finance, Administration, Building, Public Works, and Police. This position leads and directs the Village’s planning, community development and economic development programs and activities. The position acts under the supervision of the Village Board.

Duties and Responsibilities

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

1. Monitors and directs all aspects of Village operations, including planning and assigning tasks to department heads, providing overall leadership and guidance through problem solving, negotiation, and critical reasoning.
2. Responds to requests from Elected Officials concerning a wide variety of Village matters, including financial, public relations, staffing, and constituent concerns.
3. Provides professional advice and opinions based on background and qualifications to the Village President and Trustees. Makes presentations and works in conjunction with the Village Board, Plan Commission, Village Committees, civic groups and the general public.
4. Represents the Village through marketing efforts, press releases, and interviews with developers and prospective new businesses.
5. Develops policies and procedures to ensure that the general public receives a high quality of public services in cost efficient manner.
6. Recommends revisions to Village ordinances or the adoption of new ordinances as appropriate.
7. Conducts regular meetings with department heads to plan, coordinate, and organize Village business.
8. Responds to inquires and concerns from the general public, developers, and merchants.
9. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenue and expenditures to assure sound fiscal control.
10. Prepares annual budget; reviews staffing levels, expenditures, and physical inventory needs. Supervises Village staff through monitoring performance evaluations and motivating department heads efforts at leadership and management.
11. Recommends to the Village Board and implements compensation program for each appointed office and hired position, including minimum, midpoint and maximum wage/salary rates, all forms of paid leave, and leaves of absence based on comparable communities.
12. Manages and directs all consultants retained by the Village, including individuals/firms serving in the capacities of Village Engineer, Village Attorney, and Village Planner.

13. Leads and directs the Village's planning, community development and economic development initiatives and activities.
14. Prepares a variety of correspondence and reports, including grant applications, letters to developers, budget reports, annexation documents, ordinance revisions, and projections for capital improvements.
15. Provides leadership and direction for long-term development of the Village based on demographics and economic reports, and projected growth of the community.
16. Oversees all franchises, permits and privileges granted by the Village to see that they are faithfully observed and carried out in accordance with Village Ordinances
17. Manages and directs the administration of state and federal grants received by the Village.
18. Reviews and evaluates all written publications of the Village and enacts recommended changes.
19. Assists staff with clerical tasks when needed, including filing, copying, and faxing.

Minimum Education, Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public Administration, City Planning, or a related field, with a Master's degree preferred, with seven years of public administration experience preferably in municipal government, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

Physical and Mental Abilities Required to Perform Essential Job Functions

1. Ability to modify existing policies, strategies, and/or methods to meet unusual conditions within the context of existing 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.
2. Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
3. Ability to utilize a wide variety of advisory, design, descriptive, statistical, and/or inferential data and information such as development plans, legal documents, financial statements, budgets, ordinances, statutes, Village documents, Census data, written and oral reports, invoices, billing statements, public records, internet sources, correspondence and operating manuals required to administer the Village.
4. Ability to communicate effectively orally and in writing, in person and by telephone, email, fax or other means, with Village personnel, elected officials, vendors, consultants, public agencies, and the public.
5. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relations with a high degree of accuracy. Ability to prepare and interpret basic and intermediate descriptive statistical reports.
6. Ability to apply functional reasoning in synthesizing information and functions, and ability to

influence others in activities such as leading, controlling, managing, supervising, and teaching.

7. Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and/or decisions to be made in the absence of measurable criteria.

Physical Requirements

1. Ability to operate a variety of office equipment including computer, typewriter, telephone, fax machine, calculator/adding machine, cash register and photocopier.
2. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, including typing and filing.
3. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.
4. Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job related objects, materials and tasks.
5. Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses very limited risk of injury.

Village Policies

1. This position is subject to all provisions of the Village of Gilberts Personnel Manual, including any and all supplemental policies adopted by the Village President and Trustees and/or the Village Administrator.
2. The Village of Gilberts endeavors to be in compliance with the Drug Free Work Place Act. To this end, this position is required to submit to drug and alcohol testing pursuant to the Village of Gilberts Personnel Manual.
3. The Village of Gilberts 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.

Approved:

Village Administrator

Date