

Preferred: Masters Degree in Public Administration and two or more years of experience in municipal government management.

WORK EXPERIENCE: Requires considerable demonstrated knowledge of and experience in public administration and its applications to local government including extensive knowledge of intergovernmental agencies, state, county and federal forms of government and Tax Incremental Financing Districts.

QUALIFICATIONS/REQUIREMENTS

Ability to perform all functions of the position; maintain knowledge of current municipal government functions and applicable laws, statutes, rules and regulations.

Ability to provide strong financial, economic development, and strategic guidance as well as professional expertise and counsel to Village Board, to direct and challenge staff, and to develop and model an environment of integrity, exceptional work ethic, and extraordinary customer service.

LICENSING/CERTIFICATION

Required: Must be bondable; valid Wisconsin driver's license required.

Preferred: Public Manager Certification.

WORKING RELATIONSHIPS

Interacts with and is responsible for quality of relationships with residents, members of the Village Board, Village Committees and Commissions, Village Department Heads and staff, other governmental, regional, state, and community personnel as well as contracted professional services providers.

ESSENTIAL JOB FUNCTIONS

The Village Administrator, subject to the limitations defined in resolutions and ordinances of the Village, State Statutes and administrative rules, shall be the chief administrative and operations officer of the Village, responsible only to the Village Board for the proper and efficient administration of the business and affairs of the Village with powers and duties as follows:

1) Administrative Officer/Department Oversight

- a) Manages overall operations of the Village under the general direction of the Village Board.
- b) Prepares or directs preparation of administrative policies and procedures and enforces all Village policies and procedures in order to ensure standardized and efficient operations.

VILLAGE ADMINISTRATOR

p. 3 of 7

- c) Provides administrative oversight, direction, and support to all departments including Public Safety departments, except in the statutory authority of the Police and Fire Commission.
- d) Provides administrative direction and coordination of all employees of the Village according to established administrative procedures.
- e) Provides overall direction for Village Information Technology and Communications systems.
- f) Develops and implements contingency plans to cover absence and/or vacancy at the Department Head level and for the Administrator.
- g) Periodically reviews and recommends to the Village Board changes to the Village organization and administrative structure addressing both statutory and non-statutory positions.
- h) Provides guidance to Department Heads to ensure their continued improvement and success relative to supervisory skills.

2) *Responsibilities to the Village Board, Committees, and Commissions*

- a) Executes all directives of the Village Board and uses appropriate judgment to report to the Board, fully, promptly and at least monthly on the status of issues that arise in carrying out those directives.
- b) Provides well-researched and accurate information, administrative advice, and general support to Village Board and all Commissions and Committees, either personally or through a staff designee.
- c) Works with individuals on the Village Board, Commissions, and Committees to impartially reconcile divergent views and to foster cooperation in the best interests of the community.
- d) Works with the Village Board and its President, Commission and Committee Chairpersons, Attorney, and Clerk to ensure that all Open Meetings Laws are adhered to strictly and consistently for all Board, Commission, and Committee meetings.
- e) Suggests to the Board annual objectives for the Village and, if adopted, periodically reports on progress toward those objectives.
- f) Attends all Village Board meetings and reports to the Board at all regular meetings regarding the activities of the Administrator's office.
- g) In coordination with the Village President, Board, Commission and Committee Chairpersons, and the Clerk, ensures that each Board, Commission, and Committee meeting has a clear, complete, and legally appropriate agenda with supporting materials with

VILLAGE ADMINISTRATOR

p. 4 of 7

nothing in this statement being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Village Board or any of its committees and commissions.

- h) Responsible for the accurate and proper preparation of ordinances and resolutions as requested by the Village Board or as needed.
- i) Provides staff support to the Administrative Policy Committee.

3) *Human Resources.*

- a) Recommends to the Village Board the appointment, promotion, discipline, suspension, and termination of Department Heads if in the best interests of the Village.
- b) Appoints, promotes, disciplines, suspends, and terminates (if in the best interests of the Village) non-Department Head employees on the recommendation of and/or in consultation with the supervising Department Head.
- c) Directs development, periodically reviews, updates, and presents formal Village Staff position descriptions to Administrative Policy Committee (APC); following APC review and recommendation, presents position descriptions to Village Board for its approval.
- d) Utilizes an ongoing performance management process with all Department Heads and conducts and documents a formal evaluation of each Department Head's performance on an annual basis; also ensures that Department Heads do likewise for all their supervised employees.
- e) Recommends to the Village Board all non-represented employee wage scales as well as their individual salaries and wages with documented justification.
- f) Recommends, establishes, disseminates to employees, and enforces all personnel policies.
- g) Works with Department Heads to resolve employee problems and grievances in a manner consistent with the personnel policies and collective bargaining agreements.
- h) Ensures that working conditions are safe, appropriate, and ergonomically correct for all employees and oversees the Worker Safety Program.
- i) Establishes, with the Village Clerk, a standardized personnel records and documentation system and ensures that the Clerk maintains and safeguards all records per established Village ordinance and state statutes.
- j) Ensures that all commonly accepted accounting practices are applied to the payroll processing system.

- k) Functions as lead negotiator in the collective bargaining process following the wage and working conditions guidelines and strategy established by the Village Board.

4) *Budget/Finance and Purchasing.*

- a) Conducts regular and diligent searches for potential grant opportunities and assists appropriate Department Heads throughout the application process.
- b) Directs all risk management functions for the Village including analysis and recommendation of all insurance coverage.
- c) Provides oversight and direction to all Department Heads during the annual budget preparation process.
- d) Administers and monitors the budget and ensures that all basic financial plans approved by the Village Board are carried out on an ongoing basis; reports to the Board regarding all significant and/or unforeseen budgetary variances.
- e) In conjunction with the Board, its Commissions and Committees, Department Heads, and Village Financial Planner, analyzes and reports to the Board, on a monthly basis, the current and projected fiscal status.
- f) Ensures that the Village adheres to current generally accepted governmental accounting standards and practices.
- g) Functions as the chief purchasing agent for the Village within the financial authorizations and policies set forth by the Village Board and within the parameters of the approved Village budget.
- h) Working with Department Heads, Commissions, and Committees, develops all plans, policies, procedures, and recommendations for Board approval for the purchase, maintenance, and replacement of all capital equipment.

5) *Planning and Development*

- a) Promotes, in all actions and activities and through public and private sector cooperation, the Village's economic well-being and growth.
- b) Provides complete, accurate, and well-balanced information, guidance, and support for the Board's development of the Village's strategic plan.

6) *Communications*

- a) Represents the Village in all intergovernmental relationships and represents the Village in various local, state, and federal organizations as assigned by the Village Board.

VILLAGE ADMINISTRATOR

p. 6 of 7

- b) Functions as the Public Information Officer for all external communications in the community and represents the best interests of the Village at all times.
- c) Develops internal administrative procedures to facilitate communications with the Village residents and to ensure that Village government responds to and resolves resident complaints expeditiously.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to analyze complex situations and to exercise superior judgment to achieve both long and short-range objectives.
2. Ability to exercise originality, initiative, and ingenuity as needed in all aspects of the position.
3. Ability to direct and manage personnel at all levels of the organization.
4. Ability to counsel, mediate, and/or provide supervision of staff.
5. Ability to train, advise, coach, and guide others.
6. Willingness to accept accountability for outcomes of all operational decisions within realm of authority.
7. Ability to establish and maintain effective working relationships with a diverse range of individuals and groups.
8. Ability to effectively communicate orally with individuals and groups of varying abilities, experience, and educational backgrounds including residents, elected officials, and the media.
9. Ability to present ideas effectively in writing which includes preparing and presenting concise reports on technical subjects or as summaries of researched sources, developing well organized and thoroughly justified recommendations for action, and preparing general business correspondence.
10. Ability to analyze and interpret financial information, government publications, governmental regulations and statutes, engineering, audit and legal reports, and administrative rules affecting the Village and when necessary to convert such information into an easily understood layman's report.
11. Ability to understand personal computer concepts and to proficiently utilize multiple personal computer applications including such basic software as MS-Word, Outlook, and Excel.
12. Ability to tactfully deal with parties with conflicting needs or expectations to reach a solution which best benefits the Village.
13. Ability to work in a collaborative, team environment as well as to lead individuals and teams.
14. Ability to model a positive work ethic and to behave and communicate in a manner of cooperation and rapport with both internal and external customers.
15. Ability to work rapidly, to prioritize multiple assignments, and to meet specific deadlines and to work effectively in stressful situations.

PHYSICAL DEMANDS

1. Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard/terminal, calculator, fax machine, and telephone.
2. Ability to coordinate eyes, hands, and limbs in performing skilled movements such as rapid keyboard use.
3. Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

4. Ability to sustain prolonged visual concentration.

WORK ENVIRONMENT

Typical multi-functional office environment, serving the public. Exposure to environmental factors is minimal by currently accepted standards and poses little to no risk of injury.

MEDICAL REQUIREMENT

Applicants may be required to submit to a medical examination and/or psychological evaluation prior to appointment, or any time during employment, consistent with requirements of the position.

The Village of Kronenwetter 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.