



# VILLAGE OF DOLTON

Tiffany A. Henyard.....Mayor

Alison Key.....Village Clerk

## TRUSTEES

Kiana L. Belcher

Tammie Brown

Andrew Holmes

Jason House

Brittney Norwood

Edward Steave

## JOB DESCRIPTION

### Village Administrator

#### GENERAL PURPOSE OF POSITION:

Under supervision of the Mayor, plans, organizes, integrates, fiscally administers, analyzes, reviews, evaluates, and supervises and directs the activities, operations, programs and services of the Village of Dolton.

#### JOB CONTEXT:

The Village Administrator is a full-time position. The person in this position works regular hours, year-round. Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times it is necessary to leave this office setting to transport documents or complete errands in conjunction with Village business. He/she must be willing to travel long distances to attend seminars, conferences and workshops. Additionally, the Administrator must keep abreast of issues by attending legislative sessions, court proceedings or other settings that have direct impacts on the Village's position.

#### MAJOR DUTIES AND RESPONSIBILITIES:

Performs administrative duties

- Works with the Finance Department to establish annual balanced budget.
- Controls the Village's overall cost, revenue and collection activities, creating programs to increase revenues and decrease costs.
- Oversee the receipt of resident suggestions and complaints and ensures that solutions are determined and communicated to residents.
- Makes contracts, purchases supplies and materials and provides labor for any work under his/her supervision involving not more than authorized by the current Village Policy.
- Coordinates and oversees the operational portion of services provided by the Village.
- Creates supportive and responsive work environments for employees which shall include regular staff meetings, employee evaluations and implementation of performance improvement plans.
- Communicates with the Mayor and the Village Board on a regular basis to advise of project status and accomplishments and when required prepares written reports.
- Keeps informed concerning current Federal, State, and County legislation and administrative rules affecting the Village.
- Promotes, in conjunction with the Mayor and Village Board the economic and business development of the Village through the use of Tax Increment Finance, outreach and negotiation, marketing and promotion of development within Dolton and a variety of other means to produce expanded property tax base.



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- Oversees all aspects of personnel and benefits administration, in conjunction with the Human Resources Department, including employee motivation and discipline including coaching, corrective counseling and oral or written reprimands, suspensions or terminations in accordance with established policies, wage recommendation, health insurance claims, and when necessary, engages in collective bargaining negotiations.
- Oversees the engagement of outside consultants through drafting RFPs or bid requests, review the bids or proposals, and make a recommendation to the Village Board.
- Ensures the thorough and satisfactory completion of all contracted and consultant work.
- Remains responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the Village, by all necessary means, for long-term sustainability.
- Promotes the economic well-being and growth of the Village of Dolton through public and private sector cooperation.
- Attends all meetings of the Village Board, assisting the Mayor and the Board as required in the performance of their duties
- Keeps the Mayor and Board regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Village Board
- Reports regularly to the Village Board, in conjunction with the Finance Department, on the current fiscal position of the Village

#### **Performs Supervisory duties**

- Provides administrative direction and coordination of all employees of the Village according to the established organization procedures.
- Recommends to the Village Board the appointment, promotion, and when necessary, for the good of the Village, the suspension or termination of department directors.
- In consultation with the appropriate department director, be responsible for the appointment, promotion, and when necessary, for the good of the Village, the suspension or termination of employees below the department director level.
- Serves as personnel officer for the Village, in conjunction with the Human Resources Director, to see that complete and current personnel records, including specific job descriptions for all Village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for Village employees not covered by collective bargaining agreements, assure that Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances, direct contract negotiations and collective bargaining issues
- Works closely with department directors to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills

#### ***Performs other duties as directed***



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#### KNOWLEDGE, SKILLS, AND ABILITIES:

##### Knowledge

- Knowledge of public administration and its applications to local government.
- Knowledge of the principles and objectives of management, public finance and economic development.
- Knowledge of general management and organization principles and practices.

##### Skills and Abilities

- Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinates.
- Ability to use considerable judgement, initiative and independence.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with other employees, government officials, civic organizations and community agencies, representatives from labor unions and the general public.

#### EXPERIENCE

##### Preferred

- 10 or More Years of Progressive Management Experience in upper-level management and administration of local government or other comparable management experience.

##### Minimum

- 5 or More Years of Progressive Management Experience in upper-level management and administration of local government or other comparable management experience.

#### EDUCATION

##### Preferred

Master's Degree or above in Public Administration or other comparable discipline.

##### Minimum

Bachelor's Degree in Business or Public Administration or other comparable discipline

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related Village duties. This job description is an "at-will" position and does not constitute a written or implied contract of employment.