

VILLAGE OF UNION GROVE

ADMINISTRATOR

Union Grove (population 5000) offers a high quality of urban and rural life and excellent opportunity for residential, commercial, and industrial growth. Union Grove is centrally located between Milwaukee and Chicago. Interstate I-94 is only five miles east, and US Highway 45 serves as our Main Street with a charming downtown atmosphere.

The Village is served and is home to the highly regarded Union Grove Elementary and High School. Our citizens are protected by the Union Grove- Yorkville volunteer fire and rescue department with full paramedic rescue services. Police protection is contracted with the Racine County Sherriff's Dept. Union Grove is the home of the Racine County Fair, Great Lakes Drag away, and the nearby Southern WI Veterans Memorial Cemetery and Veterans Home.

Overall, the median income is \$64,800, average housing price \$174,000.00 and average age of residents 37.9 years. For further information www.uniongrove.net.

Union Grove functions under a Village board comprised of 6 elected trustees and a Village President. Total annual budget including water and wastewater utility is \$3.5 million, with 15 FT employees.

Candidates must possess proven managerial, interpersonal and leadership skill to lead our community. Emphasis with experience in finance, TID, development attraction and HR experience preferred.

Salary range of \$80,000-\$85,000+/- DOQ. Excellent benefit package. Candidates should apply by May 15th 2017 with resume, cover letter and contact information for five work related references. Please send to Union Grove Village Hall 925 15th Ave. Union Grove, WI 53182 attention: Personnel.

POSITION TITLE: Village Administrator

Village of Union Grove

The Village Administrator shall be appointed by the Village Board as required under Village Ordinance Sec. 2-123.

The Village Administrator shall serve at the pleasure of the Village Board. The Administrator may be removed by a vote of three-fourths of the members of the Village Board (Sec.2-123). The Administrator's position may also be abolished by ordinance.

The Administrator is responsible for managing the operation of the Village; including its public utilities, supervising all employees, and recommending the appointment of all employees to the Village Board or appropriate oversight committees.

JOB SUMMARY

The Administrator serves as the chief executive officer for the daily operation of the Village and reports directly to the Village Board of Trustees. This is a full-time, salaried position appointed by the Village Board. He/she serves the Board in the development and implementation of the legislative policies. He/she manages and provides leadership to full-time and part-time employees. This person is responsible for the duties of Village Administrator, as outlined in the municipal code, state statutes, and all other applicable laws of government. The Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for, and coordinate all departments and services of Village government, and of all officers and employees thereof, which are under the control and jurisdiction of the Village Board, as provided by law, and to make recommendations respecting the same to the Village Board.

Essential Duties and responsibilities:

The primary responsibilities of this position include but are not limited to the following:

- Carry out directives of the Village Board which require administrative implementation, and report promptly to the Village President and Village Board any difficulties encountered therein;
- Serve as the primary staff person in procuring and monitoring the annual operating budget in accordance with statutory requirements;
- Oversee the work of the Clerk/Treasurer, and serve as the primary staff responsible for monitoring the budget and answering budget inquiries of staff and elected officials;
- Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings, and state statutes; Draft administrative procedures to increase the effectiveness and efficiency of Village government according to best practices in local government;
- Promote, in conjunction with the Director of Community Development, the economic and business development of the Village through the use of Tax Increment Finance, outreach and negotiation, marketing and promotion of development, and a variety of other means to produce an expanded property tax base;
- Keep informed concerning current Federal, State, and County Legislation, as well as administrative rules affecting the Village;
- Oversee all aspects of personnel and benefits administration; including evaluation, discipline, pay and wage recommendations, health insurance claims, and when necessary engage in collective bargaining negotiations. He/she is responsible for maintaining all personnel files for the Village;

- Oversee the engagement of outside consultants through drafting RFP's or bid requests, review the bids or proposals and make a recommendation to the Village Board;
- Ensure the thorough, and satisfactory, completion of all contracted and consultant work;
- Remain 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;
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official;
- Promote the economic well-being and growth of the Village through public and private sector cooperation;
- Attend all meetings of the Village Board, assisting the Board as required in the performance of their duties;
- Keep the Village 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;
- Report regularly to the Village Board on the current fiscal position of the Village;
- Serve as the purchasing agent for the Village, supervising all purchasing, and overseeing the contracting for supplies and services;
- Perform all other duties as may be assigned by the Board.

Secondary, Incidental Duties and Responsibilities:

In addition to the essential duties and responsibilities of the position, other needs arise on an as needed, or less frequent basis. Some of these duties include:

- Oversee the completion of the quarterly newsletter, on a timely basis, to ensure all materials included therein are current;
- Provide periodic upgrades to the Village website by uploading new information for public consumption;
- Respond to employee requests, concerns or grievances in a timely, and professional manner;
- Attend, promptly, to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed;
- Attend conferences, seminars, workshops and court proceedings as needed;
- Discuss and negotiate with developers, builders, business-owners and others, attempting to procure development within the Village.

Supervisory Responsibilities:

The supervisory responsibility of this position includes, but is not limited, to the following:

- Provide administrative direction, and coordination, of all employees of the Village, according to the established organization procedures;
- Recommend to the Village Board the appointment, promotion, and, when necessary, the suspension or termination of department managers;
- In consultation with appropriate department managers, be responsible for the appointment, promotion, and when necessary, the suspension or termination of employees, below the department manager level;
- Serve as personnel officer for the Village, with responsibilities to see that complete current personnel records, including specific job descriptions for all Village employees, are maintained, evaluate in conjunction with department managers 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;
- Work closely with department managers to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

Minimum Education and Experience Requirements:

Minimum education should include a Bachelor's Degree in Business Administration, Public Administration, Community Planning, Law, or related field and a minimum of three (3) years direct employment experience in the public sector. A preference will be given for strong accounting and budgeting skills, and for those holding a master's or related advanced degree. This position requires a valid Wisconsin Driver's license. Furthermore, this position requires the following:

- Proficiency in general accounting principles, public finance, municipal accounting and budgeting;
- Experience in cost-benefit analysis, risk and project management principles;
- Technology expertise in communication, graphics and database programs;
- Verbal and writing skills associated with public and customer service, for effectively interacting with citizens, colleagues, elected officials and various outside contractors;
- Basic research and recordkeeping principals and disciplines.

Work Environment/Physical Demands:

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 hearings/votes, court proceedings or other settings that may directly impact the Village's position.

Interaction with other Departments/Staff:

This position must interact, and openly communicate, with all staff on a regular basis. The Administrator must always maintain an open, and honest, dialogue with Department Managers to ensure adequate communication of work priorities.

Transfer or Assumption of Duties in Absence or Incapability:

In the event that the Administrator shall be absent from the Village, or incapable of discharging such duties and responsibility, for any reason, his/her designee shall oversee that the needs of the position are met for the duration of the absence.