

Administrator Application Questions

1. Please provide your role and experience providing leadership and supervisory direction to employees. Include the number of employees you have supervised and your specific experience in the following:
 - Interviewing and selecting new hires.
 - Conducting on-the-job training, effectively enforcing relevant health and safety procedures.
 - Addressing discipline issues, (i.e., verbal or written reprimands, suspensions, terminations, etc.).
 - Planning and assigning work schedules, methods and procedures to permanent, project, temporary or student employees.
 - Evaluating progress and completion of staff work assignments.
 - Conducting and completing employee performance evaluations.

2. As the Village Administrator you will be responsible for providing leadership and strategic direction in the development, interpretation, implementation and evaluation of the Village's day to day activities. Please describe your training, education and experience in developing and implementing specific policies. Provide at least three (3) examples and be sure to include:
 - Your specific role and responsibilities in each of the following:
 - determining needed policy
 - reviewing and developing proposals
 - analyzing options and implementation of the policies.
 - The impact they had on the organization and customers (e.g., regulatory, academic, customer service).
 - The stakeholders involved with, or impacted by, the policy (e.g. local, state, or federal government, tribes, businesses, not-for-profit, students, individuals, etc).

3. Describe your training and experience related to representing an organization (e.g. division, unit etc.) and serving as its liaison among others. Include details on your experience regarding collaborative efforts with internal and/or external parties on tasks such as:
 - establishing objectives for new programs
 - working with stakeholders on teams to implement new initiatives
 - developing and recommending program options
 - identifying current management issues that need review
 - administering an organization's grant funds
 - facility and space management issues
 - tracking progress on current projects
 - developing new performance standards
 - managing an organization's contracts

4. Please describe your supervisory/lead worker experience. Include the following in your response (If you have no experience as a supervisor or lead worker please respond only to the last bullet point).
- Employer(s) name, your job title(s), date(s) of employment
 - The type and number of staff supervised (e.g., professional, clerical)
 - Your role and responsibilities in assigning work.
 - Your role and responsibilities in establishing employee performance standards and conducting performance evaluations.
 - Your role and responsibilities in recommending employee disciplinary actions.
 - Describe your education, training, or experience that you believe enables you to perform in a supervisory position in a 24 hour, 7 day a week shift environment.

This position is responsible for developing, maintaining, and monitoring budgets and expenditures.

5. Please describe your professional experience using computer databases in budget analysis and development as well as your experience in the development, modeling or implementation of various budget setting methodologies. Be sure to include specific education/training/certification(s) you possess, the organization where your experience was gained, any experience related to Utility (Enterprise Fund) budgeting, your level of independence and your specific roles and responsibilities in the following:
- Creating budget schedules and condition statements
 - Analyzing budgets, base pay rates, and/or expenditures
 - Gathering and preparing data to report for projecting trends and future expenditures
 - Reconciling projections to actual performance
 - Preparing fiscal impact summary statements
 - Communicating the results of your analysis and/or evaluation of budget condition statements verbally and/or in writing
 - Monitoring program expenditures, outcomes, or service utilization
 - Interacting with Accountants/Auditors to assure methodology complies with federal or state rules/regulations (GASB)
 - Developing savings projections associated with integrated cost models
 - Grant writing and management