

VILLAGE OF POYNETTE

As of: 05/21/2012

Position Title: Village Administrator/ Clerk/Treasurer (“Village Administrator”)
Supervisor: Village Board
Type of Position: Management

General:

- The Village Administrator/Treasurer/ Deputy Clerk (Village Administrator) serves for an indefinite term and is appointed and removed by a majority vote of the Village Board. The Village Administrator is the chief administrative officer of the Village, and is responsible for the proper administration of all business affairs, departments and offices of the Village, subject to the limitations defined in Resolutions and Ordinances of the Village and Wisconsin State Statutes. The Village Administrator shall be accountable to the Village Board for all aspects of Village affairs, pursuant to the statutes of the State of Wisconsin, the Ordinances of the Village of Poynette, and the Resolutions, Board motions and directives of the Village Board.

Skills, Knowledge and Abilities:

- Knowledge and experience regarding municipal government operations.
- Knowledge and experience regarding municipal government budgeting and financial management.
- Ability to establish and maintain an effective and respectful working relationship with Village employees, consultants, officials and the public.
- Working knowledge of economic development and municipal planning.
- Knowledge and experience regarding the operation of municipal utilities including water, sewer, and storm water.
- Knowledge and experience regarding the management of the physical facilities of the Village.
- Knowledge and experience writing, submitting, obtaining and managing grants.

License, Experience and Training Requirements:

- Valid Wisconsin Driver’s license.
- Certification or work toward certification of Clerk and Treasurer as may be required by the Village.
- Graduation from an accredited college or university with a degree in Public Administration or related field and 3-5 years of experience in administration of municipalities, or equivalent combination of training and experience.
- Must be bondable as required by the Village.

GENERAL DUTIES

- Carry out directives of the Village Board and report promptly any difficulties encountered;
- Be responsible for the administration of all day-to-day operations of the Village Government including the implementation of all Village Ordinances, Resolutions, and Board actions recorded in meeting minutes and State Statutes.
- Promote the economic well-being and growth of the Village through public and private sector cooperation.
- Maintain a plan of administration, including an organizational chart, which defines authority and responsibility for all positions in the Village.
- Recommend and enforce standards, policies, and procedures for the most efficient management of Village employees and resources.
- Attend Board and Committee/Board/Commission meetings, except as directed by the Village President or the presiding officer attending the meeting, and provide information on appropriate agenda items.
- Keep informed concerning current Federal, State and County legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Village Board.
- Identify current county, state, federal and private funding sources and ascertain the Village's eligibility for funding; Assist department heads and the Village Board in obtaining these funds.
- Represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed by the Village Board.
- Act as public information officer for the Village with the responsibility of assuring that the news media are kept informed about operations of the Village. and that all open meeting rules and regulations are followed.
- Act as a liaison between the residents of the Village and the Village Board; receives suggestions; hears and investigates complaints in relation to all Village matters.
- Ensure that all franchises, permits, and privileges granted by the Village are faithfully observed.
- Perform such other duties as may be assigned by the Village Board.

RESPONSIBILITIES TO THE VILLAGE BOARD

- Ensure that required supporting materials are provided for all agendas.
- Conduct periodic reviews of Ordinances and Policies for potential updates or improvements, and recommend action for same to Village Board.
- Ensure the preparation of Ordinances and Resolutions as requested.
- Keep the Village Board regularly informed about the activities of the Administrator's office by oral or written report at regular or special meetings of the Village Board.

PERSONNEL

- Be responsible for the administrative direction and coordination of all employees of the Village.
- Conduct annual written evaluations of all salaried employees and review and supervise the evaluation of hourly employees by their supervisors.
- Recommend to the Village Board the appointment, promotion, suspension or termination of salaried employees.

- In consultation with the appropriate department head, recommend to the Board the appointment, promotion, suspension or termination of employees below the department head level.
- Implement detailed time tracking forms and accounting software, programming or practices for tracking labor of all Village employees.
- Ensure that complete and current personnel records, including specific job descriptions, for Village employees are kept.
- Recommend salary and wage scales for employees not covered by collective bargaining agreements.
- Ensure that Village employees have proper working conditions.
- Work closely with department heads to promptly resolve personnel problems or grievances.
- Negotiate labor contracts and collective bargaining issues with the assistance of the Village Attorney and/or the Board.
- Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

BUSINESS FUNCTIONS

- Prepare draft departmental budgets with department heads, coordinate those draft budgets with appropriate oversight committees, compile the draft budget for consideration by the Finance Committee.
- Be responsible for preparation, posting and publishing of all official notices required of the annual Village budget and Village budget proceedings in accordance with State statutes.
- Report to the Village Board on the current fiscal position of the Village as directed.
- Administer the budget and recommend such budget control procedures as may be necessary and/or appropriate.
- Oversee Village expenditures and purchases and ensure compliance with Village purchasing policies.
- Maintain a continuing review and analysis of budget operations, work practices and costs of municipal services.
- Ensure compliance with statutory competitive bid, prevailing wage, and contracting requirements.
- Recommend, implement and maintain appropriate risk management policies and procedures.
- The Administrator coordinates and supervises administrative work, including but not limited to:
 - Accounting practices
 - Securing of annual audits & financial reports by authorized certified public accounts
 - Safe-keeping of securities and valuable papers
 - Collection and deposit with authorized depositories of all revenues
 - Review and maintenance of authorized fidelity bonds and insurance

PLANNING, DEVELOPMENT AND ZONING

- Maintain familiarity with current State statutes, Village ordinances and court decisions regarding zoning and land division.
- Maintain familiarity with current trends in planning and land development.

- Conduct preliminary discussions with persons proposing development plans including rezoning, land development and site development / redevelopment. Inform such persons of Plan Commission and Village Board preferences regarding Village development. Advise such persons regarding amendments to proposals that may be necessary to meet the needs of the community and comply with Village Ordinances.
- Coordinate with Village Engineer, Attorney and other staff as required to provide Plan Commission and Village Board with recommendations regarding the impact of proposed projects on the long-term health, safety, convenience, economic welfare and general welfare of the community.
- Coordinate with Village Engineer and Attorney on a continuing basis over the course of project preparation to ensure that guidance from the Plan Commission and Village Board are effectively incorporated into proposed projects.
- Advise Plan Commission and Village Board regarding the development of Comprehensive and Strategic Plans for the Village.
- Advise Village Board on potential economic development opportunities for the Village.
- Advise the Plan Commission and Village Board regarding interactions with surrounding communities including but not limited to:
 - Annexation
 - Joint economic development opportunities or efforts
 - Extraterritorial platting and zoning
 - Intergovernmental agreements