

VILLAGE ADMINISTRATOR

Code No. 6-22-007

JURISDICTIONAL CLASSIFICATION
DEPENDENT UPON ASSIGNMENT

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for administering the conduct of all functions, activities and services of a village. The incumbent acts as liaison between the Village Board and all department heads and personnel. Employees of this class receive general direction from the Village Board with wide leeway allowed for the exercise of independent judgment and decision-making. The Village Administrator supervises all employees of the jurisdiction except the Village Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Insures that Local, County and State laws, ordinances, and resolutions are faithfully executed;

Represents Village in dealing with various agencies, governments, business concerns, and the general public;

Prepares, monitors and audits operating and capital budget;

Attends all Village Board meetings to advise and execute policy;

Implements and reports progress on Village Board requests;

Compiles data, statistics, and reports of Village functions;

Assists and gives direction to department heads in planning and implementing services and projects;

Recommends improvements to Village Procedures;

Processes complaints and requests that are directed to Village;

Assists in the interviewing and hiring of all personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of village ordinances and laws, thorough knowledge of village functions, operations, and services; thorough knowledge of the principles and practices of public administration; good knowledge of procedures used in management and financial analysis; good knowledge of the techniques used in budget preparation; ability to coordinate village services; ability to establish and maintain effective professional relationships; ability to organize material and prepare narrative and financial reports and correspondence; ability to communicate effectively, both orally and in writing; ability to interpret personnel policy, rules, and regulations; supervisory ability; integrity; good judgment; initiative; health commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Adopted: July 9, 1981

Changed from exempt to jurisdictional class dependent upon assignment- May 2, 2002