

VILLAGE OF CROSS PLAINS

Position Description

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| Department: | Administration | | | |
| Job Title: | <i>Village Administrator/Clerk</i> | | | |
| Reports to: | Village Board | | Supervises | Department Heads |
| Status: | At Will | Position Type: | Full-time | Hours: 40 / week |
| | | | | FLSA: Exempt |
| GENERAL DESCRIPTION | | | | |
| <p>This is highly responsible professional and administrative work managing and directing the operational activities and programs of the Village, in accordance with policies and procedures established by the Village Board and Wisconsin Statutes. This position is an appointed Village Official as set forth in Section 10.04 of the Village Code of Ordinances.</p> | | | | |
| ESSENTIAL JOB FUNCTIONS | | | | |
| <p>The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.</p> | | | | |
| <ul style="list-style-type: none">• <u>Administrator Functions</u><ul style="list-style-type: none">○ Directs, coordinates, and manages the activities of the Village Hall and Village Departments, through the Department Heads in order to achieve and maintain efficient Village services/programs at the lowest possible costs.○ Acts as the Personnel Officer for the Village; establishes/maintains personnel files; advises employees of benefits; establishes/interprets job descriptions when necessary; participates in hiring/firing decisions; works with Department Heads to resolve employee grievances; administers safety training for employees; responsible for collective bargaining.○ Act as the Village’s legislative representative responsible for communicating Village issues with legislative leaders, and/or appearing on its behalf at hearings as directed by the Village Board.○ Conducts or directs studies as authorized in the annual budget or with approval of the Village Board related to the internal organization and procedures of the various Departments and offices.○ Assesses the broad impact of trends in local government; makes recommendations to the Village Board where appropriate to improve the health, safety, and/or welfare of the Village and its residents.○ Confers with individuals and representatives of public and private organizations on information regarding Village activities and programs.○ Prepares annual budget for submittal to the Village Board.○ Performs duties as set forth in Section 10.04(d)(1) of the Village Code of Ordinances as they pertain to Administrator. | | | | |

ESSENTIAL JOB FUNCTIONS (CONTINUED)

- Clerk Functions
 - Attends meetings of Village Boards, Commissions, or Committees as needed.
 - Oversees the preparation of the agenda, order of business, and meeting packets for all Village Boards, Commissions, or Committees as applicable.
 - Assures meaningful access and procedures for conducting business with Village Boards, Commissions, Committees, and Departments.
 - Maintains records of the Water-Sewer Utility.
 - Performs duties as set forth in Chapters 61.25 of the Wisconsin Statutes as they pertain to Clerk.

- Other Functions
 - Appointed as the Emergency Management Director according to Section 12.02(a) of the Village Code of Ordinances with duties defined in Section 12.02(b).
 - Appointed as the Zoning Administrator as set forth in Section 10.04(d)(3) of the Village Code of Ordinances with duties including but not limited to the administration of Zoning Code Chapter 84, Floodplain Zoning Code Chapter 85, and Shoreland Zoning Code Chapter 86; manages community development and planning initiatives; coordinates project and development review; and oversees the issuance of building permits.
 - Performs such other duties as prescribed by Wisconsin Statute, Village Ordinance, or the Village Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of the principles and practices of local government management and administration.
- Knowledge of municipal planning, engineering, personnel administration, public safety and regulatory issues and concerns as they apply to the management and development of Village policies and programs.
- Skill in interpersonal relations.
- Skill in the areas of effective management and administration.
- Skill in the use of a computer including but not limited to basic data processing, use of MS Office products, web based programs, software functions, and website management.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with the Village Board, Department Heads, employees, Village residents and the general public.
- Ability to plan, organize and direct the affairs of the Village.
- Ability to read and interpret complex laws, regulations and ordinances.
- Ability to exercise independent judgment, analyze problems and recommend solutions.
- Ability to analyze data and prepare clear and accurate presentations, reports and informational materials.
- Ability to successfully negotiate agreements and resolutions to complex issues.
- Ability to select, train and motivate employees.

EDUCATION AND TRAINING

Graduation from an accredited four year college or university with a Bachelor’s Degree in Public Administration, Finance, Planning or a related field, supplemented by a Master’s Degree in same, plus five to ten years of experience in municipal government, with at least one to three years of supervisory experience.

SPECIAL NECESSARY REQUIREMENTS: Ability to pass a criminal and financial background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.

The Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village of Cross Plains retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

I, _____, acknowledge that I have received a copy of the Job Description for the position of Village Administrator/Clerk with the Village of Cross Plains and have read and understand its contents.

Dated this ____ of _____, _____.

Employee

Supervisor

Created: July 19, 2011

Amended: November 12, 2014
May 23, 2016