



Department: Village Hall

Location Village Hall: 21801 Torrence Ave

Job Title: Village Administrator

Classification: Exempt -Full Time

JOB SUMMARY

The Village Administrator serves as the chief administrative officer for the day-to-day operations of the Village and reports directly to the Village Board of Trustees and Village Mayor. This position serves the Board in the development and implementation of its legislative policies. Support and lead strategic, tactical, and operational initiatives to grow revenue, reduce costs, budget strategy, improve efficiency and improve the overall image of the village. The Village Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments, divisions, and services of Village government and of all officers and employees thereof which are under the control and jurisdiction of the Village Mayor. The

Supervision:

Work is performed independently within general guidelines, policies, and practices under the direction of the mayor. Much work is self-generated working with the department heads and employees.

Public Contact: The employee has regular and constant contact with other Village employees at all levels to provide employee relations services, information, resolve problems and concerns, and otherwise advance the mission of the department/organization. The employee has regular and constant contact with the public, residents, in person and over the phone, with applicants, new employees. The employee has regular contact with suppliers, vendors, providers of services and/or goods, as well as management and elected officials.

Essential Duties and Responsibilities:

- Play lead role in developing practical solutions to challenging issues.
- Responsible for the maintenance of and upkeep of the Village Hall and all Village owned real estate and personal property.
- Working in consultation with Human Resources Department administer the equipment and personnel policies of the Village in consultation with the Human Resources Consultant.
- Working In conjunction with the Human Resources Department reprimand and to suspend any employee (except police officers under jurisdiction of the Board of Fire and Police Commissioners), to recommend to the Village President and Board of Trustees the appointment, demotion and/or dismissal of all employees of the Village.
- Responsible for assisting with the coordination of the preparation of the annual budget, tax levy ordinance and appropriation ordinance with the Finance Director.
- Must recommend to the Board of Trustees (from time to time) adoption of such measures as the Village Administrator may deem necessary or expedient for the health, safety, and welfare of the community or for the improvement of administrative services.
- Act as a driving force behind critical strategic, operational, and organizational changes.
- Responsible for the daily supervision of the Village and act as facilitator for the mayor.

- Assist in the implementation and development of the Village's annual operating budget.
- Working with the Finance Director assist in determining a spending plan for consideration of operations, capital equipment and long-range plans for the village including all village departments.
- Remains on-call to handle emergency situations or ascertains those qualified personnel are on call.
- Ability to directly supervise, plan, assign and direct the activities of all Department Head Directors.
- Attend all regular and Special Committee and Council meetings.
- Act as liaison between the mayor and stakeholders (corporations, public officials, etc.);
- Understands the political environment, management priorities, staff roles and responsibilities, and recognizes external factors impacting the Village.
- Establish and maintain satisfactory working relationships with general staff, Village officials, employees and union representatives, and all levels of individuals in the community.
- Requires working knowledge of local and state laws which regulate and relate to the operations of good village government.
- Working with the Community Development Director, assist in providing leadership in economic development for both business retention and new businesses. Including research and follow up with economic development opportunities, including working with outside organizations such as CMAP, SSMMA, etc. alongside the Mayor and Board of Trustees.
- Have a working knowledge on the initiatives to increase the equalized assessed values of properties within the community through blight busting initiatives and other measures.
- Ability to assemble, organize, and present in effective oral and written form; statistical, financial, and information derived from a variety of original and secondary sources.
- Adept at creating and writing correspondence with various occasions for the Mayor's Office.
- Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and vendor services.
- Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.
- Any other job-related duties as prescribed by the mayor.

Minimum Education and Experience Requirements:

Minimum education should include a bachelor's degree in business administration, Public Administration, Community Planning, Law, Political Science or related field, 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.

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.

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 record keeping principles and disciplines.

Work Environment Factors:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury. The noise level in the work environment is usually low to occasionally moderate. Ability to recognize and prepare to work safely within the constraints of potential hazards.

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on

race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.