

VILLAGE OF ROCHESTER
JOB DESCRIPTION –VILLAGE ADMINISTRATOR
REGULAR- FULL TIME SALARIED POSITION- 40+ hours per week

This position is authorized via Section 1-7.5 of the Village of Rochester Code of Ordinances and reports to the Village President and Village Board. The Village Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments and services of the Village government and of all officers and employees who are working on behalf of the Village and make recommendations respecting the same to the Village Board. The administrator serves the Board in the development and implementation of its legislative policies and is responsible for the Administrator duties as outlined in the municipal code, statutes, and all other applicable laws of governance.

GENERAL FUNCTION: Administer daily operations of the Village based on adopted ordinances, policies, state statutes, budgets, and established procedures summarized as follows:

- **Constituent Support:**
 - Field Inquiries and determine which government entity, if any, responds to an issue
 - Act as primary contact for persons wishing to address Village Boards and Committees.
 - Communicate ordinances, official plans, policies and procedures to the general public.
- **Legislative Support (Board and Committee Meeting Management):**
 - Collect information from multiple sources and work with staff to determine when matters need to be referred to a Board or Committee for action.
 - Attend all meetings of the Village Board, assist the President, Board members, and staff by tracking and overseeing the creation and finalization of Village Board meeting agendas and materials
 - Oversee creation of Plan Commission meeting agendas and materials by Zoning Administrator and attend meetings as necessary.
 - Work with the Village Clerk to ensure the posting and distribution of meeting notices and materials in compliance with open meeting laws and other applicable statutes
 - Assist, gather, interpret, and prepare data for studies and reports, including recommendations, for both written and verbal presentation to the Village Board, committees, citizen groups, and the media.
 - Coordinate and implement major projects and provide management, direction, and oversight of assigned special projects.
 - Coordinate activities with other departments and agencies as needed.
 - Provide training opportunities for elected and appointed officials
 - Assist the Village Board in establishing priorities; advise staff of the priorities; and assist staff in developing programs & activities that respond to priorities
 - Supervise and assist in the maintenance, updating, and completion of required reports and correspondence with regulatory agencies and others.
 - Follow up and implement legislative directives
- **Work with the Finance Committee in overseeing all aspects of personnel and benefits administration**
 - Provide direction and monitoring of all employees in the Village, according to organizational procedures. Include department managers in the process.
 - Includes evaluation, discipline, pay and wage recommendations
 - Maintain annual performance evaluations and goal setting for all department heads. Provide copies to Finance Committee for review.
 - Establish and maintain procedures to facilitate communications to assure complaints, grievances and other matters receive prompt attention by the responsible official

- Ensure that proper personnel records and job descriptions are maintained for all employees
- Recommend appointments, promotions, discipline, suspension, or termination of department heads to the Village Board
- Be responsible for the preparation of the annual budget in accordance with guidelines provided by the Village Board in coordination with department heads, and pursuant to State Statutes, and administer same.
- Approve Village purchases, using adopted policies and financial guidelines.
- Oversee requests for proposals or bid requests using a standardized bid process. Review, analyze, and report results to the Village Board and prepare a recommendation with the analysis for support.
- Contract Administration (track contracts through proposal to implementation)
- Work cooperatively with Village Clerk to ensure adequate insurance coverage
- Provide direction and support to administrative consultants (Engineer, Legal, Building, Zoning)
- Planning and Development (ensure that codes and ordinances are followed, assist with creation and implementation of development agreements, track progress, address resident and developer concerns)
- Stay current on all Federal, State and County legislation and administrative rules affecting the Village. This would include reading newsletters and publications; and attending workshops and seminars within the budget established for such purposes.
- Monitor Website Development and/or Maintenance
- Represent the Village in communications and negotiations with private parties and other municipalities as needed.
- Act as the Village's Public Information Officer
- Stay up to date with emergency management training and initiatives.

Provide administrative oversight based on adopted ordinances, policies, state statutes, budgets, and established procedures for these additional governmental functions:

- Public Works (Streets, Parks, Sewer Utility, Buildings, Animal Control, Stormwater Utility)
- Code Enforcement (identify ordinances and processes through which to address complaints- Sheriff, Zoning, Building, Fire & Rescue)

Other duties as assigned by the Village Board or by Statute.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization and functions of municipal government.
- Knowledge of the principles and methods of public administration.
- Basic understanding of the role local government plays in maintaining quality of life for its citizens.
- Must possess a deductive, logical thought system for reading and interpreting legal documents.
- Must have the ability to work accurately with attention to detail.
- Ability to solve a wide range of intellectual and practical problems. Ability to comprehend non-verbal symbolism and the abstract concepts.
- English skills (oral, written, and comprehension) sufficient to effectively communicate with all internal and external customers.
- Ability to organize and convey complex ideas and concepts in simple terms, verbally, in writing, and graphics.
- Ability to prepare comprehensive reports and records.
- Excellent interpersonal skills are necessary. Ability to establish and maintain effective and professional working relationships with the Village Board and various committee members, co-

workers, consultants, other government agencies, contractors, builders, architects, developers, press, and the general public.

- Knowledge of standard office equipment; Microsoft WORD, Microsoft Excel, Microsoft Powerpoint or similar software; internet use and familiarity with GIS/mapping applications.
- Ability to make arithmetic computations, compute rates, ratios and percentages and understand and apply governmental accounting practices in the maintenance of financial records.
- Familiarity with the use of accounting software.
- Ability to prioritize and organize job assignments.
- Ability to manage time effectively, manage multiple projects, and complete work within established deadlines.
- Employee management skills, including human resource functions
- Ability to prepare and maintain accurate and concise records and reports.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor degree from an accredited college or university, ideally in public administration or planning, and two years administrative experience in municipal government, particularly a City, Town, or Village Administrative Office; or any equivalent combination of education and experience.
- In evaluating candidates for this position, the Village of Rochester may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Hold a current, valid Wisconsin Driver's license and provide own transportation.
- Prior to hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. The background check will be used to demonstrate the applicant's ability to respect and abide by local laws.

PHYSICAL REQUIREMENTS: The physical demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Driving	✓	
Lifting (pounds)	40	
Carrying (pounds)	40	
Stooping, Bending	✓	
Kneeling, Squatting	✓	
Walking	✓	
Standing	✓	
Sitting	✓	
Climbing, Balancing (e.g., climbing and working from ladder)		✓
Use of Hands to Finger, Handle, or Feel	✓	
Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs)	✓	
Eye-Hand Coordination	✓	
Close Vision (clear vision at 20 inches or less)	✓	
Distance Vision (clear vision at 20 feet or more)	✓	
Color Vision (ability to identify and distinguish colors)	✓	
Depth Perception (ability to judge distance spatial relationships)	✓	
Hearing	✓	

WORK ENVIRONMENT: The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions (occasional)	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

TOOLS AND EQUIPMENT USED:

Motor vehicle, phone, calculator, computer, printers, fax machine, copy machines, and a variety of office equipment.

Job Description approved by the Village Board on _____.
Date

Village President Date

Village Clerk Date