

VILLAGE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a difficult nature involving responsibility for providing economical and efficient overall direction, coordination and control of the day-to-day activities of a village. Responsibilities include overseeing the enforcement of rules, regulations, ordinances, local laws and codes of the village. The incumbent is also designated as the village's budget officer as defined in Section 5-500 of New York State Village Law. The work is performed under the general administrative direction of the Village Mayor and Village Board in accordance with established policy with considerable leeway for the exercise of technical and administrative judgment. Supervision is exercised over a large number of employees through subordinate supervisory staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates the activities of all village departments including planning work projects and services, coordinating the work of village employees and implementing personnel policies, rules and regulations;

Ensures that the rules, regulations, ordinances, local laws and codes of the village are fairly and efficiently administered and recommends policy changes to the Mayor and Village Board;

Recommends the employment, discipline, discharge and promotion of all employees;

Attends all meetings of the Village Board and provides information relevant to agenda items and questions of the Mayor and Village Board;

Represents the village as the chief negotiator in labor negotiations;

Acts as liaison between the village and other governmental entities and administrative agencies;

Supervises the purchase of all materials, supplies and equipment and administers contracts related to such;

Serves as the budget officer, which involves responsibility for the preparation and administration of the village budget;

Conducts continuing studies of all activities and functions of the village, reports financial condition of the village to the Mayor and Village Board, makes recommendations and controls expenditures by enforcing appropriate administrative controls;

Investigates and responds to all inquiries by residents and other interested persons concerning village government operations and services;

Establishes liaison with the media and disseminates public information on matters related to the village;

Researches availability of and applies for grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public administration; good knowledge of village government and its operation; good knowledge of administrative techniques and practices to include budgeting, public relations, personnel administration, supervision and administrative control; good knowledge of village codes and ordinances; ability to analyze and define problems and formulate appropriate solutions; ability to establish and maintain cooperative relationships with public officers and the general public; ability to communicate effectively, both orally and in writing; ability to develop good public relations.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.