

## **POSITION DESCRIPTION**

### **Village of Holland**

**(Page 1 of 4)**

CLASS TITLE: Village Administrator

REPORTS TO: Mayor

DEPARTMENT: Administration

PAY STATUS/REF: Sal/Ord

### **POSITION RESPONSIBILITIES**

**General purpose:** Under general direction of the Mayor, serves as Chief Administrative Officer of the Village; develops, implements and supervises the plans, policies, programs and operations of the various departments of the Village; completes special projects and activities as assigned by the Mayor and Village Council; acts on the Mayor's behalf in supervising the day-to-day operations of the Village; assists and advises the Village Council; directs, promotes, and coordinates the Village economic and land use development activities; supervises zoning and plan commission activities; serves as the Village liaison with the general public. Performs other specific duties and functions as required by the Mayor, Village Council, and the law.

**Scope:** Provides administrative direction to all Village department heads including Clerk-Treasurer, Police, Public Service (Maintenance Department), and Zoning. Acts in the capacity of any department head in their absence, or to assist them in their job performance.

### **ILLUSTRATIVE DUTIES OF THE CLASSIFICATION**

1. Directs, coordinates and controls the functions of all departments of Village government; reviews and approves goals for Village departments; ensures Village laws and ordinances are observed and enforced; makes recommendations to the Mayor on appointments, commendations, discipline, and removals of Village employees; negotiates, administers, and enforces Village contracts and agreements; authorizes Village purchases in accordance with Council policy, administers leases and other procurement arrangements; recommends implementation of Village budget and financial planning strategies; directs Village economic and land development activities; receives and resolves public inquiries, requests, and complaints; supervises creation and maintenance of Village records, maps, indices, and documents.
2. Directs Village public safety and public service operations; oversees the functions and operations of the Village police, public service, zoning, finance, and administrative offices (e.g., assists with development and review of department budgets; review operating policies and procedures; establishes departmental priorities and goals; recommends employment and promotion requirements, participates in the selection process for key positions and assists department heads with difficult and complex problems, etc.)
3. Serves as liaison for Mayor and/or Village Council with citizens, general public, other government officials and bodies, private industry, media, community groups, and various committees.

4. Acts on Mayor's behalf as authorized; assists in daily administration of Village operations, personnel, and activities (e.g., oversees and supervises the daily operations and personnel of the Village, coordinates functions of the various Village departments; interprets and enforces laws and ordinances; administers contracts and agreements; authorizes purchases, leases, and other procurement arrangements).
5. Completes special projects and activities as assigned by the Mayor. (e.g., reviews current service and safety related requirements; develops special safety, service, development, finance, and revenue programs; reviews Village ordinances and recommends changes and/or additions; reviews Village laws, policies and procedures and recommends changes and/or additions, etc.).
6. Assists, advises, and counsels Village council (e.g., attends Council meetings, prepares, and presents information, research, recommendations, and reports). Assists with preparation and submittal of the annual budget. At least annually, reviews the Village assets and makes any adjustments as needed, researches and explores all opportunities regarding insurance (e.g., health, liability, etc.) offered to Village employees (e.g. various types of coverage, value, etc.).
7. Directs, promotes, and coordinates Village economic and land use development, annexation and expansion activities with professional land and building developers, realtors, entrepreneurs, government officials, and private industry representatives; administers development grant programs (e.g., write grants, bid goals, and objectives within grant guidelines, etc.).
8. Supervises purchasing activities for Village departments and assists in the preparation of any required bids needed for expenditures.
9. Continuously researches and seeks out grant opportunities for the Village. Coordinates, prepares or assist in the preparation, and applies for any applicable grants for all Village departments.
10. Maintains up-to-date knowledge and training on all applicable public records laws.
11. Oversees and assists in investigating zoning complaints and compliance on applicable zoning laws, ordinances, rules, and /or regulations.
12. Prepares, coordinates, and assists with the Village's annual roadway projects, including communications with selected engineers, contractors, and vendors.
13. Maintains an up-to-date technology plan, that includes, a replacement cycle of Village technology equipment (e.g., computers, fax machines, telephones, etc.). Prepares for budgeting and presents for purchasing any equipment needing to be replaced based on the technology plan.
14. Reviews and ensures that the annual portfolio investment reports are completed and presented to the Mayor and Council, along with all financial reports (e.g., yearly budget, monthly expenditures, end of year, etc.). Assists, reviews, plans, and ensures that the

Village maintains a diversified investment portfolio by monitoring Village investments and their performances.

**ESSENTIAL FUNCTIONS OF THE POSITION**

1. Plans and communicates instructions to subordinate management and employees.
2. Observes, and inspects employees work products and evaluates performance.
3. Instructs and counsels subordinate personnel.
4. Prepares, analyzes, and reviews written reports and various documentation.
5. Interprets and instructs supervisors, employees, and general public on laws and regulations, and policies.
6. Communicates with Village officials, supervisors, employees, committees, businesses, other Governmental entities and boards, community groups, and citizens at private and public meetings, and via telephone.
7. Prepares and records information in ledgers and on computer.
8. Receives and responds to supervisors, employees, and general public's questions and complaints.
9. Plans, observes, and reviews Village projects and activities.
10. Demonstrates regular and predictable attendance.

**EQUIPMENT OPERATED**

Operates an automobile, computer, copy machine, fax machine, calculator, and miscellaneous electronic and office equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Shall Possess Knowledge of:** Village and department policies and procedures; federal, state, and local statutes, ordinances and regulations governing Village operations; Village charter; management principles; personnel practices and procedures; supervisory principles; manpower (staffing) planning; principles and practices of Municipal administration; current trends and developments in Village government; public safety practices and procedures; police and fire department (contract) goals, objectives and policies; federal, state, and local laws related to law enforcement and fire protection; Village income tax ordinance; accounting and purchasing principles; computer applications; Village government fiscal operations; budgeting principles; competitive bidding laws; economics; statistics; economic development practices and principles; public relations; civil service rules and regulations; recruitment and selection techniques and regulations; rules and regulations governing grant

programs; income tax ordinances and collection procedures through the Regional Income Tax Agency (RITA); zoning ordinances and enforcement procedures; site plan review and the ability to read blueprints; Plan Commission regulations and practices; Community Reinvestment Area (CRA) tax abatement program, Enterprise Zone (EZ) tax abatement program, Job Creation and Expansion Program; other grant programs including: Natureworks, State Issue II, Community Development Block Grant, Small Governments, TEP, etc.

**Shall Possess Ability to:** plan, organize, direct, and coordinate operational duties; communicate effectively in verbal and/or written form; exercise sound judgment; establish and maintain effective working relationships with subordinates, Village officials, and general public; analyze, appraise and organize facts involved in difficult decisions; reach sound, objective and conclusive decisions; prepare clear, concise, and comprehensive reports; effectively administer the activities, programs, and personnel of various Village departments; establish and maintain good rapport with associates, officials, subordinates, and citizens; handle sensitive inquiries from citizens and government officials.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed above. An example of an acceptable qualification for this position is:

Completion of bachelor's degree or equivalent executive and administrative experience in public and/or financial administration or closely related field with a minimum of five (5) years of administrative or supervisory experience in a public or private sector agency or department; or comparable combination of education, public administration, supervision, budgeting, and financial planning, tax collection, zoning, purchasing, and economic development techniques. Residency shall be determined by motion of Council.

#### **LICENSE OR CERTIFICATION REQUIREMENTS**

Possession of a standard State of Ohio vehicle operator's license. Must be bondable in an amount as determined by Village Council.

This position description in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the Mayor and/or Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date