



**Village of Hobart, WI
Job Description**

POSITION TITLE: Village Administrator

EXEMPT: ___Yes ___No
Salary/Rate: _____
Shift: _____

Department: _____
Supervisor: _____
Employees Supervised: _____

JOB SUMMARY

The Administrator serves as the chief executive officer for the daily operation of the Village and reports directly to the Village Board of Trustees. This is a full-time, salaried position appointed by the Village Board. He/she serves the Board in the development and implementation of its legislative policies. He/she manages and provides leadership to fourteen (14) full time and two (2) part time employees. This person is responsible for the duties of Village Administrator as outlined in the municipal code, statutes, and all other applicable laws of governance. The 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 President and Board as provided by law, and to make recommendations respecting the same to the Board.

Essential Duties and Responsibilities:

The primary responsibilities of this position include but are not limited to the following:

- Carry out directives of the Village President and Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein;
- Serve as the primary staff person in procuring and monitoring the annual operating budget in accordance with all statutory requirements;
- Oversee the work of the finance consultant/department and serve as the primary staff responsible for monitoring the budget and answering budget inquiries of staff and elected officials;
- Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings, and state statutes;
- Draft administrative procedures to increase the effectiveness and efficiency of Village government according to best practices in local government;
- Promote, in conjunction with the Director of Community Development and Tribal, the economic and business development of the Village through the use of Tax Increment Finance, outreach and negotiation, marketing and promotion of development within Hobart and a variety of other means to produce expanded property tax base;
- Keep informed concerning current Federal, State, and County legislation and administrative rules affecting the Village;
- Oversee all aspects of personnel and benefits administration including evaluation, discipline, pay and wage recommendation, health insurance claims, and when necessary, engages in

collective bargaining negotiations. He/she is responsible for maintaining all personnel files for the Village;

- Oversee the engagement of outside consultants through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board;
- Ensure the thorough and satisfactory completion of all contracted and consultant work;
- Remain responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the Village, by all necessary means, for long-term sustainability;
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official;
- Promote the economic well-being and growth of the Village of Hobart through public and private sector cooperation;
- Attend all meetings of the Village Board, assisting the President and the Board as required in the performance of their duties;
- Keep the President and Board regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Village Board;
- Report regularly to the Village Board on the current fiscal position of the Village;
- Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services;
- Perform all other duties as may be assigned by the Board.

Secondary, Incidental Duties and Responsibilities:

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Oversee the completion of the quarterly newsletter on a timely basis to ensure all materials included therein are current;
- Provide periodic upgrades to the Village website by uploading new information for public consumption;
- Respond to employee requests, concerns or grievances in a timely and professional manner;
- Attend promptly to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed;
- Attend conferences, seminars, workshops and court proceedings as needed;
- Discuss and negotiate with developers, builders, business-owners and others attempting to procure development within Hobart.

Supervisory Responsibilities:

The supervisory responsibility of this position includes, but is not limited, to the following:

- Provide administrative direction and coordination of all employees of the Village according to the established organization procedures;
- Recommend to the Village Board the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of department directors;
- In consultation with the appropriate department director, be responsible for the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of employees below the department director level;
- Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions for all Village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for Village employees not

covered by collective bargaining agreements, assure that Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances;

- Direct contract negotiations and collective bargaining issues;
- Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

Minimum Education and Experience Requirements:

Minimum education should include a Bachelor's Degree in Business Administration, Public Administration, Community Planning, law, 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. This position requires a valid Wisconsin driver's license. 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;
- Technology expertise in communication, graphics and database programs;
- 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 recordkeeping principles and disciplines.

Work Environment/Physical Demands:

Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. At time it is necessary to leave this office setting to transport documents or complete errands in conjunction with Village Business. He/she must be willing to travel long distances to attend seminars, conferences and workshop. Additionally, the Administrator must keep abreast of issues by attending legislative votes, court proceedings or other settings that have direct impacts on the Village's position.

Interaction with other Departments/Staff:

This position must interact and openly communicate with all staff on a regular basis. The Administrator must always maintain an open and honest dialogue with Department Directors to ensure adequate communication of work priorities.

Transfer or Assumption of Duties in Absence or Incapability:

In the event that the Administrator shall be absent from the Village or incapable of discharging such duties and responsibility for any reason, his/her designee shall oversee that the needs of the position are met for the duration of the absence.