

## ASSISTANT TO THE VILLAGE MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Village Manager, an incumbent of this position is responsible for assisting the Village Manager in the administration of Village affairs; planning and operations of various departments; analyzing and controlling unit budget requests and allocations; and other work relating to general administration as may be assigned. This position is both a line and staff position involving direction of certain units and staff functions for the Village Manager. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Acts as liaison between the Village Manager and various municipal departments;

Supervises the administrative services of the village including studies, investigations, cost analysis of services/proposals, etc.;

Undertakes investigations and develops proposals for automation of various functions;

Guides and assists consultants' surveys such as traffic, parking, land use, traffic control and signs;

Develops and prepares reports, statistical and financial abstracts, as requested;

Assists the Village Manager and unit heads in budget preparation;

Assists in the planning and financing of capital projects related to assignments;

May supervise traffic and safety investigations, services, complaints, and suggestions from the public;

May be assigned complete charge of any operating unit(s) for a period of time;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of principles, practices and organization of municipal government administration; thorough knowledge of principles of public administration; good knowledge of the concepts and techniques of municipal operational planning; familiarity with research methods and fundamentals of statistics; ability to interpret and make clear and accurate analyses of facts, figures and processes; ability to present data, reports and comments clearly and concisely in either oral or written form; ability to direct and supervise the work of others; ability to meet and deal with the public effectively and secure their cooperation; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand in communicate in English sufficiently to perform the essential duties of the position; accuracy; honesty; resourcefulness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) a Master's Degree\* in Public Administration or related field and one (1) year of experience in a local, state or federal government agency that involved formulating, interpreting, or implementing governmental policies and/or programs in an administrative support\*\*, staff\*\* or supervisory capacity; or (b) three (3) years of experience as described in (a).

SUBSTITUTION: An internship in public administration may be substituted on a month-to-month basis for the experience specified above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

\*\*DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.