

## VILLAGE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Village Board of Trustees and/or the Village Mayor, and in accordance with the policies, rules and regulations as promulgated by the Village Board of Trustees, this is an important administrative position involving the direction, coordination and control of the day-to-day activities and operation of the Village and its affairs. The incumbent is responsible for the efficient and impartial administration and enforcement of all rules, regulations, ordinances, local laws, and codes of the Village. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the enforcement of all rules, regulations, ordinances, local laws and codes of the Village;

Oversees and coordinates the personnel practices and work of all Village employees including but not limited to the maintenance of personnel files, wage and salary plans, safety programs, in-service training, etc.;

Consults on the recruitment and employment of key administrative employees;

When so designated as Budget Officer, prepares the annual operating budget according to law and the capital projects budget;

Supervises and controls all encumbrances, expenditures and disbursements, including auditing of all vouchers, to insure that budget appropriations are not exceeded;

Prepares all bid specifications and acts as Purchasing Agent for all Village offices, departments, boards, and commissions;

Keeps Village Trustees fully advised of the financial condition of the Village;

Attends all meetings of the Board of Trustees, unless excused by the Mayor, with the right to participate in any discussion but having no vote;

Prepares resolutions, ordinances or local laws for consideration by the Board of Trustees, after consultation with appropriate Village officers and employees;

Formulates policies and makes recommendations to the Board of Trustees such measures as may be deemed necessary or expedient for the health, safety or welfare of village residents or for the improvement of administrative services;

Keeps Village residents fully informed of Board policies, procedures and plans and responds to all inquiries of Village residents;

Performs such other duties as may be required by the resolution of the Board of Trustees.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and organization of municipal government administration; thorough knowledge of principles and practices of public administration; thorough knowledge of government accounting and budgeting principles and practices; ability to prepare and present, both orally and in writing, comprehensive reports and data; ability to work effectively with all staff levels, public officials and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; dependability; honesty; integrity; sound judgment; physical condition commensurate with the duties of the position.

DESIRED MINIMUM TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree and either (a) a Master's Degree in Public or Business Administration or related field and two years of experience in the field of public administration; or (b) four years of experience as specified in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

J. C.: Exempt  
(Villages of Pleasantville; Pelham Manor; Dobbs Ferry; Tarrytown; Rye Brook;  
Buchanan; Irvington; Sleepy Hollow; Pelham; Bronxville; Elmsford; Tuckahoe; Larchmont)

Job Class Code: 0020