

## VILLAGE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: As appointed by the Village Board of Trustees, and in accordance with the policies outlined by the Board of Trustees and the adopted legislation which sets forth the duties, obligations and scope of authority of the position, the incumbent is responsible for the administration of the day to day operations of the village. The incumbent serves as the chief executive/administrative officer of the Village and is charged with the responsibility of planning, directing, coordinating and supervising the work and functions of all village departments as outlined in village law, implementing the policies, rules and regulations as established by the Board of Trustees and planning and coordinating all village functions in accordance with the direction provided by the Board of Trustees, subject to all applicable local, state and federal laws, rules, regulations or ordinances. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as chief executive and administrative officer for the village;

Directs, coordinates and oversees the daily activity of all village departments;

Impartially enforces all local laws, rules, ordinances and regulations of the village, county, state and federal governments;

Formulates policies and changes to local law and makes recommendations to the Village Board of Trustees for their consideration and adoption as deemed necessary for the health, safety and welfare of village inhabitants or to improve the administration of village government;

Prepares the annual budget for review by the Village Board and oversees its implementation upon adoption;

Oversees the collection of all revenue and monitors the expenditure of all funds;

Negotiates agreements and bids contracts between the Village and outside parties;

Prepares the capital budget and upon Village Board approval, oversees the execution of all contracts required for successful implementation of the capital budget program;

Oversees the hiring and dismissal of all employees and maintains personnel records in accordance with New York State Civil Service Law, and all other applicable laws, rules and regulations;

Makes recommendations to the Board regarding appointment and removal of village employees;

Serves as primary negotiator for all labor contracts and administers same equitably;

Provides general management of department heads and staff and establishes a program for staff development;

Prepares annual report for the Village Board of Trustees, and other special reports at the request of the Board;

Keeps Village Board of Trustees fully advised of all significant matters relating to village operations and reports periodically on the financial condition of the village;

EXAMPLES OF WORK (Illustrative only) (cont'd.):

Attends all meetings of the Village Board of Trustees and all other meetings necessary to carry out the duties and obligations of the position;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of Village law and procedures; comprehensive knowledge of the laws of New York State and government administration; ability to organize and administer a variety of governmental activities; thorough knowledge of government accounting and budgeting principles and practices; good knowledge of budget preparation practices; good knowledge of principles behind economic development, public relations and information technology; ability to prepare comprehensive reports with a high degree of detail; ability to build strong positive relationships with community leaders and individuals representing other private and governmental organizations; strong leadership and communication skills; accuracy; dependability; integrity; honesty; ability to get along well with others; sound judgment; physical condition commensurate with the duties of the position.

DESIRED MINIMUM EXPERIENCE AND TRAINING: Either: (a) A Master's Degree\* in Public Administration, Public Policy, Business Administration, Governmental Accounting or a related field and five (5) years of experience working for a local government agency in New York State, including or supplemented by three (3) years of administrative supervisory experience involving general government or multi departmental oversight and engagement; or (b) a Bachelor's Degree\* in Public Administration, Public Policy, Business Administration, Governmental Accounting or a related field and six (6) years of experience working for a local government agency in New York State, including or supplemented by four (4) years of administrative supervisory experience involving general government or multi departmental oversight and engagement.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.