



# VILLAGE OF SWANSEA, IL

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## POSITION TITLE: VILLAGE ADMINISTRATOR

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**DEPARTMENT:** Administration  
**REPORTS TO:** President of the Board of Trustees (Mayor)  
**STATUS:** Full Time, Regular  
**FLSA STATUS:** Exempt / Salaried  
**DATE PREPARED:** March 2018  
**PAY CLASSIFICATION:** Grade 18, Step 1 - Grade 20, Step 20: \$78,647.96  
- \$113,652.32

### JOB SUMMARY

The Village Administrator is a municipal officer position, subject to appointment by the President of the Board of Trustees, with the advice and consent of that Board. The single or multiple year appointment coincides with the fiscal year of the Village, but cannot extend beyond the term of the President. The Village Administrator works under the direction of the President and the Board of Trustees and directly manages the day-to-day operations of the Administrative, Sewer Billing and Financial functions of the Village, administering and implementing the policies and directives of the Corporate Authorities.

This position is typically governed by an Employment Agreement, which sets the terms of compensation for the position, but may also include provisions for fringe benefits, continuing professional education, separation pay upon termination of employment, performance expectations, and other appropriate terms describing the working relationship between the Village Administrator, the President and Board of Trustees, and the Village.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

Assist the President as the Chief Administrative officer of the Village and perform such duties as may be directed by the President; Provide staff support services for the President and the members of the Village Board; Ensure effective and efficient implementation of the policies and directives adopted by the Corporate Authorities.

Directly supervise staff engaged in the Administrative, Sewer Billing and Financial functions of the Village; Provide general leadership, management, and direction for those staff; Plan, organize, oversee, manage, schedule, assign tasks and responsibilities, and evaluate the work of those staff and their operations; Monitor, direct; inspect, and provide technical assistance to staff related to their completion of assigned tasks and responsibilities, identifying any problem areas and directing remedial action as appropriate, and assisting them in efficiently making use of each work day; Resolve any routine personnel administrative matters; Make recommendations in relation to staffing these functions as well as any other management issues; Interview and hire new staff when necessary.

Evaluate staff performance; Establish performance goals and individual development plans for direct reports; Regularly monitor performance and provide coaching for performance improvement and development; Recommend compensation related to performance for employees; Subject to concurrence where appropriate, take disciplinary action to address performance deficiencies, in accordance with the Village's policies, personnel rules, and handbook.

Coordinate activities between the departments and functions under direct supervision of this position and other departments and municipal offices, to help ensure efficient utilization of resources and maximize interdepartmental coordination; Provide support and oversight to other departments to the degree

designated by the Village President and Board of Trustee; Facilitate regular Leadership Team coordination meetings.

Serve as the primary point of contact with the Village Attorney and his or her staff; Coordinate and follow up on attorney assignments and disseminate his or her work product to the Corporate Authorities; Otherwise serve as the point of contact for legal advice required of any other Village Department, ensuring protection of the attorney-client privilege.

Serve as the primary point of contact with the Village Engineer and provide oversight; Coordinate the general work of the engineer, providing direction and answering questions; Authorize work assignments to be performed; Coordinate with engineer for the submittal of grant and other funding applications.

Coordinate or provide supportive services to major Village initiatives; Help develop a shared vision for the Village; Develop, implement and monitor short- and long-term strategic plans focused on achieving the Village's mission and assigned priorities; Participate in developing, implementing and evaluating, work processes, policies, systems and procedures for continual improvement of the Village and to achieve the Village's goals, objectives and work standards.

Promote good relations with and coordinate the Village's work with other public agencies, consultants, residents, business owners and others with whom the Village interacts; Identify, define and resolve problems directly related to the departments or functions under direct supervision of this position; Investigate and respond to resident inquiries, concerns and complaints related to the operations of the Village; Serve as the Village liaison to the Metro East Regional Chamber of Commerce and other community organizations.

Coordinate the development of the annual operating and capital budgets for any departments or functions under direct supervision of this position, and monitor actual versus budgeted performance during the fiscal year; Code invoices to ensure payment from the proper budget account; Provide clarification to any questions raised during year end audits, as those relate to the revenues and expenditures of the any departments and functions under direct supervision of this position.

Act as purchasing agent for the Village within limitations and under conditions as established from time to time by the Corporate Authorities; Oversee and provide assistance in the requisition of supplies, materials, equipment, professional services and other purchases necessary for the effective operations of the Village, as provided for in the annual budget; Ensure competitive vendor quotes or bids as required by the Village's purchasing and contracting policies and procedures; Ensure Village compliance with the statutory provisions for all purchases requiring the solicitation of competitive bids.

Oversee the work of any vendor providing services to the Village under contract; Help to ensure acceptable vendor conformance with specifications and contract documents, answering questions and helping to resolve any issues; Monitor ongoing agreements between the Village and various vendors; Facilitate the renegotiation of such agreements when necessary; Coordinate the efforts of the Village's consultant on Electric Energy Supply Contracts and their administration; Monitor compliance with the Village's various franchise agreements; Coordinate with the Village's IT services vendor and their agreement; Coordinate with the Village's fiber optic telephone and internet connections and services vendor.

Propose and recommend personnel rules and regulations to the President that may be useful for the management of Village policies, handbooks, manuals and collective bargaining agreements; Monitor IML publications and other documentation of State and Federal mandates; Recommend revisions to Village ordinances, codes, regulations and processes as warranted by such mandates, or by local need, and draft and recommend each such ordinance, code, regulation or process as appropriate.

Coordinate with the Clerk / Deputy Clerk and assist with the creation of meeting packets; Prepare draft agendas for Village Board and Committee meetings; Prepare resolutions, ordinances memorandums, and other backup documentation.

Assist the Clerk by coordinating the annual requirement for filing statements of Economic Interest; Review and update the list of applicable positions and data on persons holding those positions; Update the same data on the County website; Notify the affected individuals and help answer any questions they might have.

Prepare the annual property tax levy calculation spreadsheet; Estimate any change in total equalized assessed valuation from the previous year if not estimated by the County; Project potential property tax revenue under various scenarios, as well as the potential impact on property owners; Prepare timeline and all required notices; Prepare tax levy ordinance; Ensure proper filing with the County.

Assist with the Human Resource functions of the Village, especially in the recruitment and hiring of most new employee positions; Draft want ad announcements and coordinate publication; Review submitted applications, draft interview questions, coordinate the interview process and interview and rank candidates; Prepare hiring recommendations for consideration by the Corporate Authorities; Prepare offers of employment; Recommend appointments and, when necessary for the good of the Village, recommend suspension or removal of any Village employee; Participate to the extent requested in the collective bargaining processes of the Village and recommend to the President collective bargaining agreements for consideration and possible final approval by the Board of Trustees.

Develop and revise job descriptions as warranted; Oversee the pay classification plan and recommend any revisions as warranted; Coordinate the inputting of data into and the use of the PublicPay Database; Update the total employee compensation report for website publication by the statutory deadline, monitoring and periodically updating with any changes in staffing or compensation.

Assist with the annual audit of municipal accounting and financial records; Respond to auditor requests for information; Answer questions as needed; Review the audit documents and engagement letter.

Monitor the Village's general liability and worker's compensation insurance coverage and costs; Research options and recommend any changes that might be appropriate for the Village; Assist in the filing of any claims, in reducing risk, and in other aspects of administration.

As warranted, attend meetings of the Intergovernmental Personnel Benefit Cooperative (IPBC); Monitor the Village's insurance benefits and costs through the cooperative; Research options and recommend any changes that might be appropriate for the Village.

Participate in the development and implementation of economic and community development programs for the Village, including business retention, expansion and recruitment programs; Help prepare RFQs and RFPs as appropriate; Help to project incentive costs and negotiate agreements with potential developers; Help identify potential areas to target for development and annexation; Assist with annexation efforts; Prepare development concepts as warranted; Monitor existing development agreements to ensure Village compliance with the terms, conditions and agreed upon incentives.

Attend all Village board, committee and advisory meetings and participate, as required, in all discussions unless excused by the President; Attend meetings of the Business District Development and Redevelopment Commission, and the TIF Joint Review Board; In the absence of the Village Clerk, or in cases where the Village Clerk is the subject matter of the meeting and his or her presence would create a conflict of interest, cause a full record of the Village Board meetings and committee meetings to be made and prepared by either an employee of the Village or a certified court reporter selected by the Village Administrator.

Prepare and provide the Corporate Authorities with a monthly operational report for the work performed by the departments and functions under direct supervision of this position and recommend appropriate courses of action to the Corporate Authorities, along with possible alternatives; Keep the Corporate Authorities advised regarding the financial condition of the Village and the future financial needs of the Village; Help ensure the preparation of any administrative and other reports of the activities of the Village as may be required at the conclusion of the fiscal year, and periodically throughout the year.

Oversee monthly production of the Swansea Report newsletter; Assist with writing articles, layout, and the create and layout of advertisements; Submit a monthly draft for Board review; Finalize newsletter and submit to the printer in sufficient time to ensure delivery by the first day of each month; Coordinate with the printer and mail processor as needed; Secure the services of those entities by competitive bidding when necessary; Negotiate contracts with the successful bidders.

Research, collect information and assist in or coordinate the preparation of applications for grants and loans from governmental or private entities for Village programs, operations and services.

Analyze and offer recommendations in relation to the maintenance, repair and construction of the Village's buildings and grounds; Assist in the development and implementation of capital development plans related to the above.

Oversee the use, maintenance, care, and operation of any Village's vehicles and equipment assigned to any departments or functions under direct supervision of this position.

Maintain the Village's registrations and data with GATA, SBA, SAM, Dun & Bradstreet, State of Illinois Portal, IDROP and other similar sites.

Maintain documentation and record files relative to the work performed by the departments and functions under direct supervision of this position.

If also appointed as the Budget Officer, prepare the annual budget worksheet; Estimate revenues to be received during the fiscal year; Estimate operational expenditures; Process 'what-if' scenarios for increases in employee compensation and other operational costs to estimate impact upon the budget; Maintain capital budget plan; Project current FY revenue and expenditures to year end; Evaluate requested expenditures in light of projected revenues and coordinate with department heads and elected officials to work towards a balanced budget; Develop timeline for preparation, review and passage of the budget document; Prepare all required notices; Guide elected officials through the review and approval process and answer specific questions in relation to the document; Create the tentative budget document for public hearing; Prepare the final budget document for passage; Monitor budget reports during the year and suggest budget amendments as needed; Monitor fund balances; Project inter-fund transfers; Code invoices for Accounting Specialist where there is some question as to the line item from which the expenditure should be paid, or to which the revenue should be credited.

Perform other duties as necessary or assigned.

## **GENERAL QUALIFICATIONS**

- Must be at least 21 years of age.
- Must have excellent planning, organizational, delegation, problem solving, verbal communication and written communications skills.
- Must be able to read and write, have the ability to learn, and the ability to accurately and fairly interpret and apply regulations.
- Must have working knowledge of and experience with understanding and following municipal, Federal and State codes, statutes and regulations.
- Must be able to effectively interact and communicate with others, including the general public, and have the ability to interface with residents and business owners and to mediate and resolve any complaints or issues.
- Must be able to work independently as well as work with others as a member of a team.
- Must have a working knowledge and ability to effectively use a personal computer, printers, copier, fax, scanner, telephones, and other typical business technology, and be proficient in the use of MS Office software.
- Must have knowledge of general business practices, administrative operations, office principles and practices, and business/government correspondence format.
- Must possess effective time management skills.

## **EDUCATION / EXPERIENCE**

- At a minimum, must have a Bachelor's Degree in public administration or related field with major course work in local government, public administration, business administration, personnel

management, budgeting, or related fields. A Master of Public Administration (MPA) degree is preferred.

- At a minimum, must have five (5) years of progressively responsible experience in local government, part of which must be in a management or leadership role. More extensive experience is preferred, including previous experience in the role of Village or City Administrator, City Manager, or as an assistant to same.

#### **CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING**

- Must have a valid and current Driver's License with a clean driving record, and be able to effectively and safely operate a motor vehicle.

#### **PHYSICAL REQUIREMENTS**

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility, including walking, climbing, lifting, stooping, and bending, all associated with performing inspections of structures, crawl spaces, roofs, and other building components.
- Must have the ability to sit, stand, and walk for extended periods of time.
- Must be physically able to drive a motor vehicle.

***This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***