

VILLAGE OF DECATUR

Job Description

VILLAGE MANAGER

Supervised by: Village Council
Supervises: Directly supervises all department heads. Indirectly supervises all other Village employees.

Position Summary:

Acts as the chief administrative officer appointed by and receiving policy direction from the Village Council. Plans, develops, and implements diverse Village services to meet policy requirements and address community needs. Oversees the organization and direction of all Village departments and ensures compliance with contractual and regulatory obligations.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Oversees the operations of the Village's departments and activities. Assesses and monitors Village operations, services, and facilities to ensure quality services are provided in an efficient, cost-effective, and timely manner.
2. Attends Village Council meetings, performs research, and recommends policies and programs as requested. Implements policies, ordinances, and programs set forth by the Council. Attends meetings of various committees, boards, authorities, and commissions as appropriate.
3. Supervises all City employees, either directly or through department heads, and acts as Human Resources Director. Participates in employee selection, evaluation, recognition, discipline and discharge. Develops and enforces personnel policies and negotiates and administers labor agreements.
4. Administers the Village budget, manages fiscal policy, and oversees financial activities. Ensures the proper administration of the budget, and keeps the Village Council fully apprised of the Village's financial condition and future needs. Presents financial reports and coordinates the annual audit. Assists the Council in its budget deliberations.
5. Manages, supervises, and coordinates long-range planning, strategic plans, public improvements, and general operations to achieve established goals for community development, economic growth, land use, and related issues. Assesses operational costs, analyzes administrative and capital needs and makes appropriate recommendations.
6. Represents the Village to the media and at meetings and conferences. Presents the official Village position on a variety of issues and acts as spokesperson for the Village.
7. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints, and recommends remedial action.

8. Coordinates Village operations with other governmental agencies and negotiates village contracts to maximize the availability of services. Approves and participates in the administration of mutual assistance agreements and all other contracts and agreements to which the department and village is a party. Supervises all special projects and ensures work is completed according to specifications.
9. Prepares grant proposals and consults with granting agencies in securing and administering grants. Completes requisite reporting and paperwork as needed.
10. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor's degree in public administration, business administration, or related field is required. A Master's degree is preferred.
- One or more years of municipal experience is required. Progressively more responsible municipal management experience is strongly preferred.
- Thorough knowledge of the laws, regulations, and related legislation pertaining to municipal operations, budgeting, authority, and public information.
- Thorough knowledge of the professional principles and procedures of public administration.
- Considerable knowledge of municipal financial and personnel management, contract negotiation, and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in managing diverse programs and services, and directing the utilization of personnel, equipment, and other resources.
- Skill in the use of standard office equipment, computers and related spreadsheet, database and word processing software, and desktop publishing.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to effectively communicate, present ideas and concepts orally and in writing, and make formal presentations in a public setting.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to work effectively under stress and with changes in work priorities.

- Ability to attend meetings scheduled at times other than normal business hours and travel to other locations.
- Ability to effectively lead, motivate, train, supervise, and evaluate others.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone. The employee is frequently required to be mobile in an office setting as well as travel to other locations.

While performing the duties of this job, the employee regularly works in a business office setting but occasionally visits other operational areas at which time the employee may be exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office and moderate in the field.