

VILLAGE OF BOLIVAR

JOB DESCRIPTION

Title: VILLAGE ADMINISTRATOR PART-TIME POSITION

Supervisor: Mayor

GENERAL FUNCTIONS:

The Administrator is the chief administrative officer of the Village and he or she shall be responsible to the Council for the proper administration of all affairs of the Village and the enforcement of all laws and ordinances. He or she shall manage all divisions of the Village government. Duties and responsibilities include:

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Prepare and submit the annual budget to Village Council in conjunction with the Fiscal Officer, and administering the budget adopted by the Council.

Prepare and submit, in conjunction with the Fiscal Officer, an annual report on the financial and administrative activities of the Village for the preceding year.

Plan capital budget projects.

Work with new developments within Village limits.

Make adjustments in work schedule when other problems arise.

Be able to obtain and maintain a Distributors License for Water within 1 year of being hired.

Must attend all regular and special meetings of Village Council.

Recommend legislation for adoption by Village Council.

Sign all contracts, bonds, notes, and certificates of indebtedness on behalf of the Village.

Perform such other duties and have such other responsibilities as may from time to time be assigned by Council.

Implementing the polices established by Village Council

Submit to Council, in conjunction with the Fiscal Officer, a monthly report showing the condition of all funds.

PREFERRED SKILLS INCLUDE:

1. Knowledge of the practices, principles and policies of municipal government.
2. Familiarity with computer programs such as word processing, spreadsheets, and scheduling.
3. Strong interpersonal and communications skills.
4. Ability to build relationships and consensus among varying constituencies.
5. Ability to make public presentations and speeches.
6. Negotiation experience to resolve complex and sensitive problems.
7. Time management and organizational skills.
8. Experience with researching and writing grants is a plus.