

VILLAGE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Village Manager is the Chief Administrative Officer of the Village and is responsible to the Mayor and the Village Board for the efficient administration of all affairs of the Village and shall exercise management supervision over all departments, offices and agencies of the Village. Responsibilities include the execution and enforcement of the ordinances and other enactments of the Village Board as well as Federal, State and County law and regulation applicable to the Village. The Village Manager shall also propose to the Village Board such legislative and policy measures deemed necessary for the health, safety and welfare of the community and that will improve the effectiveness, efficiency and serviced provided by the Village government. The incumbent also serves as the Chief Fiscal Officer of the Village and proposes an annual budget estimate, capital improvement program and recommendations for financing them. The Village Manager shall have and exercise all other powers and duties of a Village budget officer as prescribed by law and control expenditures with in the amounts appropriated by the Village Board by enforcing appropriate administrative controls. The Village Manager shall report and interpret the financial condition of the Village Board regularly and to initiate or recommend such actions as may be necessary to avoid incurring a deficit.

TYPICAL WORK ACTIVITIES:

Prepares and administrates the Village budget, manages fiscal policy, oversees financial activities, and reports to the Mayor and the Village Board all reports of Village finances and makes recommendations for the financial stability of the Village;

Prepares an annual strategic plan, and presents to the Village Board for approval in conjunction with the annual budget;

Assesses and monitors Village operations, services and facilities to ensure quality services are provided in an efficient, cost-effective, and timely manner;

Implements policies, ordinances and programs set forth by the Village Board;

Represents the Village in all Public Relations including dealing with the media, residents, neighborhood groups and other civic organizations;

Attends meetings of various committees, boards, authorities, and commissions as appropriate;

VILLAGE MANAGER-Cont'd.

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; Coordinates and approves purchases of all Village departments; Supervises all Village employees, either directly or through department heads, and develops and enforces personnel policies and negotiates and administers labor agreements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the professional principles and procedures of public administration;

Thorough knowledge of the laws, regulations, and related legislation pertaining to municipal operations, budgeting, authority and public information;

Thorough knowledge of municipal financial and personnel management, contract negotiation, and economic development;

Good knowledge of public relations practices and marketing;

Good knowledge of supervising the work of others;

Good knowledge of preparing and analyzing financial reports, contracts, proposals, laws and regulations;

Ability to compile and evaluate complex data and formulating policy and service recommendations;

Ability to manage diverse programs and services, and direct the utilization of personnel, equipment, and other resources;

Ability to prepare and maintain accurate records and comprehensive reports;

Ability to communicate effectively both orally and in writing;

Ability to establish effective working relationships with the public, elected officials, employees, other governmental agencies and professionals;

Ability to make formal presentations in a public setting;

Ability to attend meetings scheduled at times other than normal business hours;

Ability to effectively lead, motivate, train, supervise, and evaluate others;

Good judgment;

Initiative;

Resourcefulness.

VILLAGE MANAGER-Cont'd.**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business Administration, or Finance, and four years of experience in business and financial management including responsibility for more than one functional department or division; OR

- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Public Administration, Business Administration, or Finance, and six years of experience in business and financial management including responsibility for more than one functional department or division; OR

- C) Graduation from high school or possession of an equivalency diploma and eight years of experience in business and financial management including responsibility for more than one functional department of division.