

VILLAGE ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

This position serves as the chief administrative officer of the Village of Tobaccoville, NC. Emphasis of the work is on applying professional expertise and administering the day-to-day management of the Village with policies established by the Village Council, and in accordance with various Village, State, and federal laws, regulations, and guidelines. This position works for the Village Council and serves as the appointing authority for all employees of the Village.

DISTINGUISHING FEATURES OF THE CLASS:

The Village Administrator is expected to exercise a considerable degree of independence, initiative, and judgment since this position is the Village's chief administrative officer with overall responsibility for all Village functions. The Village Administrator provides guidance and direction with visionary and innovative leadership, supervision and management of employees, and direction of the Village's employees to coordinate their efforts toward achieving their assigned objectives. Major responsibilities include directing the development and administration of the Village budget and capital programs, overseeing development, planning, and implementation of the Village Council's work plan, and setting goals and objectives to meet the operational needs of the Village. This classification and employee are defined as an "at-will" position. Work is performed under the guidance of the Village Council and is subject to evaluation based on results achieved.

ILLUSTRATIVE EXAMPLES OF WORK:

- Attends Board meetings and presents information and recommendations deemed necessary or as requested by members of the Board.
- Communicates orally, and in writing, with customers, the press, the public, civic groups, and the Village Council to resolve concerns and problems, and answer questions.
- Reviews regular and comprehensive management reports from all departments and divisions.
- Remains informed about issues discussed by boards and commissions.
- Attends and participates in professional groups and committees.
- Responds to and resolves difficult and sensitive employee, resident, and other stakeholder inquiries and complaints.
- Administers and enforces the Village Charter and is responsible for the operations of the Village.
- Meets with and advises the Village Council on matters related to Village operations and policies.
- Plans, coordinates, and directs the operation of Village programs; evaluates organizational issues and problems and facilitates strategies to resolve issues.
- Develops and proposes the Village's annual operating budget for approval.
- Maintains responsibility for intergovernmental relations with other municipalities, and public and private organizations.
- Provides overall organizational leadership and promotes the organizational values.

- Ensures Village workplaces are free of discrimination based on race, color, creed, religion, gender, disability, sexual orientation, and all other non-job-related factors.
- Creates systems to facilitate and ensure maximum productivity of employees.
- Ensures accountability throughout the Village organization.
- With concurrence by the Board, appoints all Village officers (except those subject to Board appointment as outlined in the Charter); suspends or removes officials as necessary.
- Makes recommendations on personnel policies and assignments for efficient operation of the Village government to the Board for approval.
- Enforces all laws, provisions of the Charter, and acts of the Board subject to enforcement.
- Assures on going compliance with N.C.G.S. 160 as it applies to local municipalities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of complex public policy issues.
- Knowledge of intergovernmental relations.
- Knowledge of Federal, state, regional and local jurisdictional partnerships.
- Knowledge of Municipal financial management and fiscal policies.
- Ability to shape and implement policy direction.
- Ability to listen, facilitate, and synthesize multiple points of view.
- Ability to prepare and mentor employees to assume broader roles.
- Ability to foster an organizational climate that attracts, retains, and develops talent at all levels.
- Skill in facilitating and sustaining positive labor relations.
- Ability to communicate orally and in writing with all levels of Village staff, Village officials and citizens.
- Ability to manage, organize, and direct the work of others and provide organizational leadership.
- Skill in building effective working relationships with Village officials, coworkers, subordinates, and citizens and in navigating complex public policy issues.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS:

Light Work- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned and to make general observations of facilities or structures and to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

Employee is subject to both environmental conditions: Activities occur inside and outside.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree, preferably in Public or Business Administration and 5 or more years of progressively responsible experience in managing a municipal government as a Town or Village Manager/Administrator or Assistant

Town or Village Manager/Administrator or Senior Executive; or Master's Degree in a related field and 3 or more years of related experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Valid NC Driver's license.

Completion of the Municipal/County Administration Course from the School of Government, UNC Chapel Hill, is desired.

Professional certification from the International City/County Management Association (ICCMA) or other leading professional certification bodies is desired.

Disclaimer:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Village reserves the right to assign or otherwise modify the duties assigned to this classification.