



# Village of Marshall

## Village of Marshall, WI Village Administrator

**Department:** Administration Office  
**Reports To:** Village Board  
**FLSA Status:** Non-Exempt  
**Revision Date:** 07/01/2019  
**Approved By:** O/F Committee

### **Summary Description:**

The Village Administrator is responsible for the day-to-day administration of the Village, assistance in execution of treasurer duties as defined in Wisconsin Statutes, and direction of Village departments and staff, when such authority is not otherwise vested by Wisconsin Statute or Municipal Code in boards, commissions or other Village officers.

The Administrator supervises Village Department Heads, and serves under the general direction and policy guidance of the Village President and Board of Trustees. The Administrator reports to and is evaluated by the Village President and Board of Trustees. The Administrator also serves as the Treasurer in absence of the Village Treasurer.

### **Appointment/Selection:**

Appointment is based upon the recommendation and approval of the Village President and Board of Trustees. Selection shall be based upon merit and qualification.

### **Knowledge, Skills, and Abilities:**

- Ability to effectively administer routine and non-routine activities of the Village, analyze and implement policy, manage financial and human resources, communicate verbally and in written form, build consensus, and manage change.
- Ability to identify and implement process modifications to improve operational performance.
- Ability to access, input, and retrieve information from a computer terminal, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.
- Requires ability to work closely and courteously with the public, the Village President and Village Board, co-workers and others.
- Requires ability to maintain clear and concise records and to manage information using effective record and file organization.
- Word processing using correct English grammar and spelling is required.
- Requires ability to initiate and receive correspondence using the Village telephone and electronic mail systems.

- Requires the use of other office equipment and tools, such as; copiers, fax machines, computers and calculators.
- Requires knowledge of contemporary office practices.

**Essential Functions/Duties:**

- Administer all day-to-day operations, services, functions and programs of the Village.
- Direct the effective and efficient performance of all Village operations.
- Implement all directives approved by the Village Board.
- Direct, coordinate and expedite the activities of all Village departments, except when Wisconsin Statutes vest such authority in certain boards and commissions.
- Monitor and enforce all Village Ordinances, Resolutions, State Statutes, and Board directives.
- Establish and implement administrative procedures to increase the effectiveness and efficiency of the government in a manner consistent with policies established by the Village Board.
- Supervise the accounting system of the Village and ensure that the system employs methods in accordance with current professional accounting practices. Coordinate the accounting procedures and maintenance of the financial records for the Village and prepare for the annual audit of all funds. Be responsible for drafting documents as necessary to be in compliance with government requirements. Maintain separate accounts for qualified grant funds following specific accounting and auditing practices as outlined in grant acceptance manuals. Complete yearly recycling grant applications and yearly reporting.
- Develop procedures to ensure the security of Village property, records and systems.
- Attend professional meetings, seminars and conferences to maintain current knowledge of federal, state and county legislation and administrative rules affecting the Village, and submit related reports and recommendations to the Village Board as appropriate.
- Represent the Village in matters involving legislative and intergovernmental affairs and report matters that could possibly affect the Village's interest to the appropriate committee chairperson, the Village President or Village Trustees.
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations, and other matters receive prompt attention.
- Serve as liaison to the Village Attorney, Auditors, Building Inspectors, Assessor, Union Negotiator, Engineer, Insurance Representatives, County Representatives, employees, Community Development Authority, and other governmental units.
- Promote the economic well-being and growth of the Village through public and private sector cooperation, and by facilitating land use planning initiatives, serving as a liaison for development entities, managing development financing tools, and preparing and coordinating developer agreements.
- Work with Building Inspector/Zoning Administrator to provide information regarding zoning, variances, rezoning, and conditional use permits. Work with developers and professional staff on development reviews and ordinance updates in order to expedite processes. Attend and report to Plan Commission regarding project status, as necessary.

- Work with Assessor to maintain assessments, correct double assessments, and imperfect descriptions and omitted property. Be responsible for preparation of mill rate information and special charges for distribution to the counties for calculation and production of tax bills. Work with Counties on tax collection software and provide training to staff.
- Serve as coordinator and claims agent for Village property, liability, worker's compensation and disability insurance programs. Renewal agent for all Village insurance policies; ensuring complete coverage for Village.
- Set up and oversee/maintain the Village web site to keep all information current along with associated contracts.
- Communicate regularly with the Village Board, through oral or written reports, regarding the status of Village activities and initiatives.
- Serve as the Village's Personnel Officer. Develop, implement, and enforce Village Personnel Rules and Regulations as approved by the Village Board. Recommend revisions to personnel policies when necessary, and annually evaluate Village Department Heads with input from the Village President. Recommend to the Finance & Personnel Committee the promotion, compensation, discipline, and termination of employees as appropriate. Maintain employee records and official personnel files. Maintain compliance with Federal and State drug and alcohol CDL testing requirements.
- Serve as lead representative, in conjunction with the Village Board, in union negotiations and conduct related analysis.
- Solicit or advertise for applicants to fill position vacancies as appropriate. Review the applications according to established hiring procedures and submit a ranked list of applicants to the Committee/Board for action.
- Perform pre-employment and termination interviews with employees to ensure all benefit documents are correctly administered. Serve as Village agent for health, dental and life insurance, retirement, deferred compensation and disability programs.
- Recommend salaries, wage scales, and working conditions of employees to the Finance & Personnel Committee/Board for action.
- Direct and oversee the Village's Purchasing Policy as approved by the Village Board.
- Assist in administering payroll and maintain accurate and complete official employment records for all Village employees. Assist in preparing and submitting monthly, quarterly, and annual payroll reports due to state and federal government. Maintain records of employee seniority and benefits earned and used for compensatory, sick, and vacation time.
- Serve as Village Treasurer in his or her absence, be responsible for assisting the duties of the Treasurer as set forth in the Wisconsin Statutes, administer the receipts, deposits and appropriate investment of all monies received by the Village, and draw and countersign all orders on the Village treasury.
- In the absence of the Village President, and/or as the Village President's designee, act as public information officer for the Village with the responsibility of assuring that the news media are kept informed of the operations of the Village and that all open meeting and open record rules and regulations are followed.
- Attend meetings of the Village Board, Finance & Personnel Committee, Community Development Authority and other Committees as requested.

- Develop budgeting procedures, prepare and administer the annual operating and capital budgets in accordance with guidelines provided by the Village Board, pursuant to State Statute, and in coordination with all department heads, committees, and the Village President and Board.
- Work with bonding agent and Village Board to facilitate borrowing. Maintain records of all bonds issued by the Village by tracking projects, borrowed funds and payment schedules.
- Administer Tax Increment District(s) (TID) and be responsible for compliance with annual reporting requirements for the TID(s) by working with Assessor to maintain the assessment roll; maintain compliance schedules for tax increment reimbursements and compliance with TID Development Agreements.
- Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for the operation and maintenance of Village or utilities services within parameters defined by the Village Board.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the Village Board.

**Experience and Training:**

- Bachelor's degree in public administration or related field; Municipal Clerk and/or Treasurer work experience; minimum of five years of local government work experience; and, supervisory experience. A master's degree in public administration, or equivalent degree, is desirable but is not required.
- Ability to use computer-based applications for word processing, financial management and database management.
- Knowledge of municipal budgeting and financial management principles and practices, including fund accounting and utility accounting consistent with policies and rules set by state agencies and generally accepted accounting practices.
- Knowledge of personnel management principles and practices, including employee recruitment, selection, training, evaluation, discipline, compensation administration and labor negotiations and contract administration.
- Knowledge of economic and community development issues and legal requirements. Understanding of Tax Incremental Financing, annexation, and inter-agency relations.
- Additional continuing education and training may be required.

**Residency:**

Residency within 25 miles of Village preferred within 6 months of appointment. Village residency is preferred.

**Work Environment/Frequent Physical Demands:**

- Requires prolonged sitting, frequent bending, stooping or stretching.
- May require lifting up to 30 pounds.
- Requires eye-hand coordination and manual dexterity.
- Requires the ability to distinguish letters and symbols.
- Requires the ability to adjust and operate office equipment.

- Hearing is required.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage.
- Ability to react to change productively and to complete tasks initiated and/or assigned.
- This position requires the ability to multi-task and manage interactions appropriately with the public, Village President, Village Trustees and co-workers.
- Work is generally performed in an indoor, climate-controlled, non-hazardous environment.

***The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***