

Civil Division: Village of Barneveld; Village of Sylvan Beach
Jurisdictional Class: Exempt (Part-time)
EEO Category: Officials/Administrators
Revised: 09/24/09

VILLAGE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for providing economical and efficient overall direction, coordination and control of the day-to-day activities and operations of village departments. An employee in this class is responsible for providing centralized direction and control of village employees, overseeing the enforcement of rules, regulations, ordinances, local laws and codes, and insuring that such are administered efficiently and fairly. Work is performed under the approval and direction of the Mayor and in accordance with the policies of the Board of Trustees. Supervision is exercised over a number of employees. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees, assists and coordinates the work of all village employees and departments;
Implements the personnel policies, orders, rules, regulations, resolutions, ordinances, and local laws of the village in conjunction with the appropriate department heads;
Enforces the policies, orders, rules, regulations, resolutions, ordinances, and local laws in conjunction with the appropriate department heads;
Acts generally to carry out village policy as established by the Village Board;
Attends meetings of the Board of Trustees and provides information relative to the agenda items;
Attends appropriate meetings of other governmental, public, or private entities, and representing village interests;
Insures expeditious responses to inquiries by village residents or other interested persons concerning village government, operations and services;
Serves as Liaison to other State, Federal, County, local governmental agencies, or to interested public or private organizations;
Keeps village residents informed of policies, procedures, and plans for the delivery of governmental services;
Performs and discharges such other duties and responsibilities as may, from time to time, be assigned by the Mayor and Trustees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, and organization of municipal government administration; good knowledge of the principles and practices of supervision; ability to communicate effectively with other, both verbally and in writing; ability to prepare and present both orally and in writing reports and data; ability to work effectively with all staff levels, public officials and the public; honest, integrity; sound judgement.

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SUGGESTED QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** four (4) years of administrative experience*; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree **AND** six (6) years of administrative experience*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of administrative experience*.

SUBSTITUTION: A Master's degree in Business Administration, or a closely related field, may be substituted for two (2) years of administrative experience.

***Administrative experience** is defined as having had responsible direction and control of an identifiable organizational unit or program, in addition to the supervision of work groups. An administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience in performing specialized functions or "staff activities", such as, budgeting, finance, administrative analysis or personnel work, not involved with the previously stated responsibilities, is not considered to be administrative experience.

Adopted: 06/07/04
Revised: 04/05/06, 07/27/07, 09/24/09