

VILLAGE OF SHARON
ADMINISTRATOR/CLERK/TREASURER JOB DESCRIPTION

Functions and Duties of the Administrator

The administrator, subject to the limitations defined in resolutions and ordinances of the Village of Sharon and Wisconsin State Statutes, shall be the chief administrative officer of the Village, responsible only to the Village Board for the proper administration of the business affairs of the Village, pursuant to the statutes of the State of Wisconsin, the ordinances of the Village of Sharon, and the resolutions and directives of the Village Board, with powers and duties as follows:

Combined Positions

The position of administrator shall be combined with the duties and positions of Village Clerk and Village Treasurer as prescribed by Wisconsin State Statutes and Ordinances of the Village of Sharon.

GENERAL DUTIES

- Carry out directives of the Village Board, which require administrative implementation, reporting promptly to the Board President and Village Board any difficulties encountered herein.
- Be responsible for the administration of all day-to-day operations of the Village government including the monitoring of all Village ordinances, resolutions, Village Board meeting minutes, and state statutes.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with directives of the Village Board.
- Serve as ex-officio non-voting member of all Village commissions and committees of the Village, except as specified by the Board President and Village Board or Wisconsin State Statutes.
- Keep informed concerning current federal, state, and county legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Village Board.
- Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads, Board President and the Village Board in obtaining these funds under the direction of the Village Board.
- Represent the Village in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Village Board.

- Act as public information officer for the Village with the responsibility of assuring that the news media are kept informed about the operations of the Village and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- Promote the economic well-being and growth of the Village through public and private sector cooperation.

RESPONSIBILITIES TO THE BOARD PRESIDENT AND VILLAGE BOARD

- Attend all meetings of the Village Board, assisting the Village Board as required in the performance of their duties.
- In coordination with the Board President and the Village Board, ensure that appropriate agendas are prepared to all meetings of the Village Board, all Village Board committees, and all other appropriate committees and commissions of the Village, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the Village Board or any of its committees and commissions.
- Assist in the preparation of ordinances and resolutions as requested by the Village Board or as needed.
- Keep the Village Board regularly informed about the activities of the administrator's office by oral and written reports at regular and special meetings of the Village Board.

PERSONNEL RESPONSIBILITIES

- Be responsible for the administrative direction and coordination of all employees of the Village according to established organization procedures.
- Recommend to the Village Board the appointment, promotion, and when necessary for the good of the Village, the suspension or termination of department heads.
- In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the Village, the suspension or termination(s) of employees below the department head level.
- Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions for all Village employees are kept; develop and enforce high standards of performance by Village employees; assure that Village

employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.

- Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

BUDGETING AND PURCHASING RESPONSIBILITIES

- Be responsible for the preparation of the annual Village budget, in accordance with guidelines as may be provided by the Village Board and in coordination with department heads, and pursuant to state statutes, for review and approval by the Village Board.
- Administer the budget as adopted by the Village Board.
- Report regularly to the Village Board on the current financial position of the Village.
- Supervise the accounting system of the Village and insure that the system employees methods in accordance with current professional accounting practices.