



Job Description

Position Title:	Assistant Village Administrator
Department:	Administration
Reports to:	Village Administrator
FLSA Status:	Exempt
Status:	Regular Full-Time
Grade:	XII
Hours of Work:	Primarily regular dayshift office hours with evening and weekend work as needed.

Statement of Duties

Position is responsible for oversight and management of Human Resources, Community Relations, and other general administration work.. Provides guidance and leadership in all aspects of human resources, community relations and general management assistance.

Supervision and Responsibilities

Works under the administrative direction of the Village Administrator and in accordance with the applicable statutes of the State of Illinois and local Village ordinances. Employee establishes long- and short-range plans and objectives. Employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of Village policy or procedure is required. Employee performs highly responsible functions of a complex and technical nature requiring the frequent exercise of judgment and initiative to ensure work conforms to the law and to accepted professional standards; employee works independently within established policies and procedures.

Employee has access to confidential information, such as lawsuits, criminal investigations and records, personnel records, collective bargaining and client records. Errors could result in delay or loss of service, monetary loss, and legal repercussions to the Village.

Position is responsible for the supervision of employees. Provides immediate supervision over professional staff, providing general statement of expectations and evaluating work for appropriate outcomes. Participates in hiring, training, evaluating, and disciplining of subordinates, and provides support to Village departments related to the same. Supervisory

responsibility includes direct accountability for work results. Employee serves as Acting Village Administrator in the Administrator's absence.

Job Environment

Work is performed according to state laws and municipal policies and procedures. Position requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents that may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee serves as the Village's human resources expert and advisor. Work consists of employing many different concepts, theories, principles, techniques and practices; as well as managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs relating to human resources, community relations and general Village operations.

Position interacts frequently with staff, Village officials and other departments, the public, and external contacts to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. Employee must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative people.

Employee is required to work outside of normal business hours as required to complete position duties including but not limited to attendance at Village meetings, Village events or other meetings necessary for the performance of duties.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of the position.

1. Proposes, formulates, creates, researches, and develops public policy in conjunction with the Village Administrator on an as-needed basis.
2. Oversees all aspects of Human Resources, including recruitment, performance management, organizational development, benefits administration, collective bargaining, compensation, risk management and administration of applicable laws and policies. Updates and advises the Board on matters related to human resources.
3. Provides oversight for community relations, including communication strategy and execution, and planning and execution of Village-sponsored events.
4. Facilitates policy innovation across the organization, including through shared service arrangements and administration of intergovernmental agreements.

5. Oversees Village purchasing function, including ensuring compliance with applicable laws and regulations.
6. Assists with the development of the annual budget, including reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters.
7. Serves as project manager for assigned tasks collaborating with Village Administrator and management team.
8. Attends all regular and committee meetings of the Village Board, and other meetings and events as a representative of the Village as needed.
9. Conducts all collective bargaining and negotiation of employment contracts with assistance from the Village's Labor Counsel. Develops and recommends bargaining concepts and strategies for Board's approval. Attends all bargaining sessions and/or grievance hearings. Advises officials on impact of contract terms on personnel system, and wage administration.
10. Serves as Acting Village Administrator as needed.

Physical and Mental Requirements

Employee works in a normal office environment, and is required to stand, walk, sit, talk, listen, and use hands while performing duties. This position has normal vision requirements. Occasionally, employee may be required to lift objects up to ten (10) pounds, and seldom lifts up to 30 lbs. Equipment operated includes an automobile, office machines and computer.

Occupational Risk

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

Education and Experience

A candidate for this position should have a master's degree in public administration, human resources, business or closely related field, and at least five years of progressively responsible related experience; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Required Certifications

- Valid Driver's License

Key Knowledge and Skills

Knowledge of:

- Employment laws and health insurance regulations and requirements
- Human resource, organizational development and personnel practices/policies
- Employment, labor law and contract negotiations
- Management/Labor relations
- Risk management and safety administration
- Wage and salary administration
- Communication tools and strategies
- Budget development policies and procedures
- All applicable state, federal and local ordinances, laws, rules and regulations

Skill and ability in:

- Communication, customer service and interacting tactfully with the public and co-workers
- Promoting staff effectiveness through coaching, delegation, training and communication
- Use of computer software programs and office applications
- Prioritize and perform multiple work tasks in a detailed and efficient manner
- Organize and maintain accurate, detailed records
- Interpret policies, procedures, and laws related to fields of expertise