



## VILLAGE MANAGER

### Job Description

**Supervised by:** Village Council  
**Supervises:** Directly supervises the Police Chief, Clerk/Treasurer, Administrative Assistant, Utility Manager, and Streets Department.  
**FLSA Status:** Exempt (Salary)

#### **General Summary:**

As Chief Administrative Officer of the Village, plans, develops, and implements a diverse range of Village services to meet policy directives and community needs. Oversees the organization and direction of all Village departments and acts as Village Personnel Director.

#### **Essential Duties and Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees the general operations of all Village departments (Administration, Streets, and Utility) and activities. Initiates studies and monitors operations to ensure quality services are provided in an efficient and timely manner.
2. Recommends policies and programs to the Village Council. Provides information to the Council to aid in its deliberations. Implements policies set forth by the Council.
3. Develops long-range plans and management strategies to realize goals in accordance with Council directives, community needs, demographic trends, and Village vision. Assesses operational costs, analyzes administrative and capital needs and makes appropriate recommendations.
4. Represents the Village at local, regional, and state meetings and conferences. Negotiates contracts and agreements on behalf of the Village. Presents the official Village position on issues related to finances and operations.
5. Responds to inquiries, resolves citizen complaints, and recommends remedial action related to Village policies and services. Meets with citizens and community groups to address concerns and participates in civic activities as appropriate.
6. Supervises all Village employees either directly or through department heads. Provides overall direction for the selection, training, recognition, discipline, and discharge of all Village employees. Develops, recommends, and enforces personnel policies. Negotiates and administers labor agreements.
7. Serves as the Village's legislative coordinator. Stays current of proposed changes in legislation that may impact the Village. Communicates Village needs to State and Federal officials.

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8. Serves as the Village's Legal Coordinator. Assists the Village Attorney with any potential or current legal issues; represents the Village in all legal matters; and insures that the Village is compliant with all statutes and regulations.
9. Responsible for the development of a Risk Management program and insures that it is implemented and observed on an ongoing basis.
10. Oversees the development of a five year capital improvement program. Monitors capital needs and determines appropriate financing mechanisms for larger purchases and projects.
11. Oversees the development of budget requests, financial plans, and forecasts, and preparation of the annual budget. Administers fiscal policy, ensures the proper administration of the budget, and keeps the Village Council fully apprised of the Village's present financial condition and future needs.
12. Sets the agenda for and attends all Village Council meetings. Performs research, recommends policies and programs, enforces ordinances, and implements policy as set forth by the Council. Attends meeting of various boards, authorities, associations, and commissions as required. Serves as staff to DDA, LDFA, BRA, and EDC boards.
13. Acts as spokesperson for the Village. Represents the Village to various individuals, entities, agencies, and other governmental units. Responds to inquiries from the public, the media, and others. Communicates the Village's interests and presents the Village's official position on issues.
14. Coordinates Village operations and activities with other governmental units. Participates in the negotiations and administration of cooperative agreements, mutual aid compacts, or other contracts.
15. Prepares grant proposals and consults with granting agencies in securing and administering grants. Completes requisite reporting and paperwork.
16. Negotiates contracts and agreements on behalf of the Village. Enforces the terms and conditions of all contracts to which the Village is a party. Supervises all special projects.
17. Serves as Chief Emergency Coordinator according to guidelines established by regulating agencies.
18. Develops a communication and marketing plan for both external and internal audiences. Including, but not limited to, development and maintenance of the Village web site and publication of a quarterly newsletter.
19. Serves as Village Zoning Administrator.
20. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor's Degree in public administration, business administration, finance, or related field, and five years experience of progressively responsible municipal management experience or equivalent experience/education combination.
- Knowledge of the laws, ordinances, and regulations pertaining to municipal operations management, budgeting and financial administration, and public information.

- Considerable knowledge of the professional principles, practices, and procedures of public administration.
- A valid State of Michigan Vehicle Operator's License.
- Knowledge of municipal financial and personnel management, contract negotiation, and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in managing diverse programs, services, and personnel.
- Ability to establish effective working relationships use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and municipal professionals.
- Ability to maintain records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings at times outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead, and motivate employees, and supervise and evaluate the work of others.

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is frequently required to travel to other locations within and outside the Village, and use hands to finger, handle, or feel. The employee is regularly required to stand and walk. The employee is frequently required to attend meetings and make public presentations.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet, but can become loud in field situations. The employee occasionally works in other areas of the Village and may be exposed to adverse weather conditions, fumes, airborne particles, or other environmental situations.