

Village of Fox Lake
Assistant Village Administrator
Job Description

DEPARTMENT: Administration

REPORTS TO: Village Administrator

POSITION SUMMARY: Professional and administrative work assisting the Village Administrator in the development and coordination of Village functions and programs.

Under the general direction of the Village Administrator, but using independent judgment, this position is responsible for assisting the Village Administrator in the development, administration, coordination and oversight of the daily operations of various organizational functions and programs. These activities include overseeing certain Village departments, communicating goals, objectives and programs to Village departments and the general public, and assisting in the development and implementation of new business in the community.

ESSENTIAL JOB FUNCTIONS:

Budget & Financial Planning

1. Develop a cooperative annual budget.
2. Develop a long-range financial plan.

Accounting/Reporting/Management

1. Manage the reconciliation of all monthly statements.
2. Supervise the accounting activities of the Village.
3. Review and supervise the preparation of monthly financial reports.
4. Supervise the preparation of local, state, and federally mandated reports, i.e.: W-2's, 1099, quarterly reports.
5. Monitor the activities of state and federal programs.
6. Maintain records of the Village's investment portfolio.
7. Supervise the Business Office and all employees who are responsible to the budget process.
8. Supervise Accounts Payable functions.
9. Oversee all payroll and payroll tax processes and procedures, and staff.
10. Monitor Utility Billing.
11. Present all financial issues at Village Board meetings as directed.
12. Oversee annual audit, including various financial schedules.
13. Research available Federal and State grants; apply for said grants and follow-up with the administration of such funds.
14. Preparation of tax levy.
15. Establish and maintain systems for ordering, purchasing, and receiving of Village material and supplies.
16. Supervise payroll functions.
17. Supervise and properly evaluate all employees under the Assistant Village Administrator/Treasurer.

Auditing

1. Assist Village appointed auditors with the annual budget.
2. Provide access to documentation required by local, state, and federal auditors.
3. Conduct internal audits as required.
4. Liaison with banks.

General Administrative

1. Assist in the oversight of the daily operations of certain Village departments, while providing direction and leadership to department supervisors.
 - Maintain ongoing communication with department heads regarding day-to-day operations of the Village functions and programs, ensuring all management goals and objectives are clearly communicated.
 - Participate in discussions of departmental compliance with regard to all Village policies and procedures, and advise and counsel departments of same.
2. Assist the Village Administrator in the development, planning and implementation of goals and objectives related to overall Mayoral and Village Board projects.
3. Secondary contact for new business development. Works with Village Administrator, Mayor and Village Board to attract new business to Fox Lake and works as a point of contact in business development, i.e.: Public Relations.
4. Represent the Village Administrator at meetings he/she is unable to attend; represent the Village or Village Administrator in various situations involving community groups, intergovernmental bodies and/or associations, as requested. Attend staff, committee and Village Board meetings as required.
5. Provide high-level staff support to the Village Administrator; research and prepare recommendations on public policy proposals as directed by the Village Administrator, Mayor, or Village Board.
6. Attend staff, committee and Village Board meetings as required, and make recommendations as assigned on subjects of discussion; staff liaison to various boards and commissions as assigned.
7. Assist the Village Administrator in the development of management improvements; analyze operating procedures and suggest policy or program adjustments as needed.
8. Perform management analysis, collect data, conduct surveys, prepare research reports and other policy documents to serve as a basis for action by the Village Administrator and the Village Board.

SKILLS SUMMARY:

- Analytical and problem solving.
- Ability to direct and supervise professional office personnel.
- Excellent communication skills, both written and verbal.
- Technical knowledge required to perform and carry out the essential functions of the position, and capable of continuing to learn and develop further skills while on the job.
- Ability to understand and operate a personal computer.
- Ability to analyze statistical data.
- General knowledge of intergovernmental agencies, state, county, and federal forms of government.

- Excel in establishing new and maintaining effective working relationships with individuals, groups, businesses and developers.
- Ability to multi-task and prioritize work as necessary.
- Ability to present ideas effectively, written and verbal, including preparing and reporting concise data and subjects of technical nature.
- Knowledge of public administration and its application to local government.
- Knowledge of general management and organizational principles and practices.
- Knowledge of basic laws, principles and regulations underlying municipal organizations.
- Ability to exercise sound judgement, main confidentiality, and make decisions in accordance with the policies and procedures of the Village.

CONTACT WITH PUBLIC:

Frequent daily contact via telephone and personal meeting with residents, business leaders and developers.

SUPERVISION RECEIVED:

Works only under the direction of the Village Administrator, however under minimal supervision.

DECISION MAKING:

- Frequent high-level decision making.

EQUIPMENT:

Various general office equipment and computers.

PHYSICAL REQUIREMENTS:

Must be able to move throughout the Village, and meet with resident and developers in neighborhoods and job sights. Must be able to sit for long periods as required by meetings, Grant application writing, etc.

EDUCATION:

Minimum of Bachelors degree in Public Administration, Business Administration or Management, or Finance.

SUPERVISION OF OTHERS:

Act as a liason between Department Heads and the Village Administrator, while providing direction and leadership.

EXPERIENCE:

Minimum of 2 years knowledge and administrative executive experience. This position encompasses all Village business, administration and operations and requires an individual of integrity and dedication. Prior experience with interacting with a variety staff levels.