

Administrator/Public Works Director

The Administrator/Public Works Director (A/PWD) will assist the Village with providing a more efficient, effective and responsible government under the direction of the Village President and Village Board.



Summary Description:

The A/PWD serves as the Village's Chief Administrative Officer under the general direction and policies of the Village President and Village Board, and acts as the liaison between the Village, private companies and other governmental units. The A/PWD is responsible for planning, organizing, coordinating, and directing activities and services to create growth, diversification and advancement of the Village consistent with the Comprehensive Village Plan. The A/PWD is also responsible for operation of the Public Works department consisting of Streets and Utilities operations; duties will encompass budgeting, staffing, strategic planning, communications and inter-governmental relations.

Job Duties:

- Implements policies and directives of the Village Board.
- Oversees all day-to-day operations of the Village government; informs the President and Village Board on Village operations, services, policies, and procedures and makes recommendations to accomplish the efficient and economical delivery of programs and services.
- Develops agendas, prepares necessary supporting documents, and attends all meetings of the Village Board.
- Prepares a proposed annual budget, capital expenditure budget, long-range financial plans, and street improvement plan.
- Serves as the Village's personnel officer with oversight for all staff issues, including hiring Village staff, evaluating performance, and handling employee relations issues and disciplinary actions.
- Serves as Village representative at official meetings.
- Acts as the public information officer ensuring the news media are kept informed as appropriate and that all open meeting and public record regulations are followed.
- Provides effective and efficient customer service and promotes and maintains responsive community relations, including addressing complaints, grievances, and requests to ensure that all matters are expeditiously resolved.
- Promotes the economic well-being and growth of the Village through public and private sector cooperation.
- Maintains liaison with village attorney, engineering consultant, assessor, building inspector, and other contracted officials.
- Confers with other government agencies and officials on behalf of the Village. Represents the Village in intergovernmental relations with the county, school district, other municipalities and townships.
- Negotiates, manages and monitors a wide variety of contracts with third parties as authorized by the Village Board.
- Reviews pending county and state legislation and administrative rules and makes appearances before legislative bodies and governmental agencies as directed by the Village Board.
- Reviews enacted laws, rules, and orders affecting the Village. Keeps informed about available grants and aids, and applies for them as authorized by the Village Board.
- Oversees all of the Public Works department and departmental personnel.
- Assists in public works duties and coverage.

A/PWD Skills:

- Knowledge in municipal facilities such as planning, design, maintenance, and construction.
- Knowledge in streets and water and wastewater utilities operations.
- Ability to understand and apply governmental accounting practices in budget preparation, expenditure control, and maintenance of financial records.
- Knowledge of applicable Federal, State, and local laws and regulations pertaining to municipalities.
- Ability to analyze, evaluate, and implement programs/projects integral to the functions of the municipality.
- Strong communication, interpersonal, and management skills.
- Ability to resolve stressful situations with tact and respect.
- Knowledge in safe work practices.
- Ability to plan, organize, supervise and direct the work of personnel.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports and oral presentations.
- Ability to develop and maintain strong relationships with village officials, employees, contractors, the general public, and representatives of other agencies.
- Experience in evaluating and training staff.
- Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, and supervising.
- Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving major financial risk to the City.
- Ability to interpret changing legislation and determine impacts or implementation requirements for Village operations.
- Ability to apply algebraic formulas, interpret inferential statistical reports and/or formulation and equation data.

Position Qualifications Required / Desired:

Experience:

- Desire a minimum of 2-3 years' experience in a responsible administrative or municipal role with a proven ability to perform in an executive-level management capacity.
- Desire a minimum of 2-3 years' experience in public works management or skills.
- Desire a minimum of 2-3 years' experience managing projects with large budgets, long time frames, and broad scope.
- Experience writing reports and giving group presentations preferred.
- Prefer wastewater operator and waterworks operator certificates.
- Prefer CDL.

Education:

- Bachelor's degree in public administration, public policy, business administration, finance, engineering or related field – or – any equivalent combination of experience and training that provides the required knowledge and abilities.

Physical Requirements:

This work requires the occasional exertion of up to 30 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, tasting or smelling and repetitive motions, frequently requires standing, reaching with hands and arms and pushing or pulling and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motorized equipment or vehicles and observing general surroundings and activities; work involves operating water and sewer equipment and physical needs to manage/assess water and sewer; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Summary:

The duties listed above are intended only as illustrations 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 for the position.

The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village.

The Village of Fall Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.