

VILLAGE CLERK - VILLAGE MANAGER

GENERAL STATEMENT OF DUTIES: In accordance with the policies outlined by the Village Board, has responsible charge of the administration of village affairs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work entailing the administration of the village government and the many business transactions within the provisions of the laws of the State and the ordinances, rules, and by-laws of the village; involves responsibility for the planning and co-ordination of all village functions. Supervision is exercised over sizable professional, paraprofessional and clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Lays out and coordinates the work of all departments of the village;

Attends all meetings of the Board of Trustees to present village business;

Prepares the annual budget, and after adoption of budget, controls all operations;

Supervises preparation of all contracts;

Keeps Village Trustees fully advised of the financial condition of the Village;

Handles all personnel records, and makes recommendations regarding appointments and removals;

Issues licenses and permits;

Assists in the supervision of Village elections.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of Villages law and procedure; ability to organize and administer a variety of activities; thorough knowledge of government accounting and budgeting principles and practices; knowledge of economics; ability to prepare comprehensive reports; accuracy; dependability; honesty; ability to get along well with others; sound judgment.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with major work in business administration and several years of business experience involving administrative responsibility, or (b) completion of a standard four year high school course and extensive business experience involving considerable administrative responsibility; or (c) any equivalent combination of education and experience sufficient to indicate ability to do the work.