

VILLAGE OF ALMONT
JOB DESCRIPTION

VILLAGE MANAGER
EXEMPT EMPLOYEE

APPROVED

Supervised by: Almont Village Council
Supervises: Almont Village Department Heads (Direct Report)
Almont Village Employees

Position Summary:

The Village Manager is the Chief Administrative Officer for the Village of Almont. The Village Manager is appointed by and serves at the pleasure of the Village Council. The Village Manager oversees day-to-day operations, implements policy, contracts for and directs municipal services and enforces compliance with laws, regulations and the Almont Village Charter.

Essential Job Functions:

The Village Manager's duties include (but are not limited to) the following essential job functions:

1. Direct, organize, and supervise Village departments and department heads for the efficient and cost-effective provision of municipal services to the public.
2. Hire, supervise, discipline, and terminate department heads and Village employees (as provided for in the Almont Village Charter) while establishing and applying personnel policies and procedures.
3. Assist the Village Council in developing strategic plans as well as short-term and long-range goals for the delivery of municipal services and the betterment of the community.
4. Develop, propose and administer an annual budget and fiscal policy adopted by Village Council while keeping Council Members fully apprised of the financial condition of the Village through regular and timely budget reports.
5. Attend meetings of the Village Council, Planning Commission, Zoning Board of Appeals and the Almont Community Parks and Recreation Board while acting as a liaison between these bodies, department heads, staff employees, and the community.
6. Represent the Village of Almont on various committees, boards, authorities and commissions as directed.

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7. Act as Zoning Administrator for the Village while exercising final authority over zoning issues that are not the responsibility of the Zoning Board of Appeals or Planning Commission.
8. Work closely with the Almont DDA and its Director to support economic development within the boundaries of the DDA while serving as the development agent for those areas outside of the DDA district.
9. Direct, administer, and supervise the resolution of citizen complaints while responding to media inquiries and all requests for information under the Freedom of Information Act.
10. Negotiate and administer collective bargaining agreements, labor relations, and contracts with outside vendors and service providers.
11. Research, analyze, and propose public and private partnerships, the consolidation of services with other local units of government, and organizational and management structures to reduce service duplications, increase efficiencies, lower costs, and maintain compliance with the Economic Vitality Incentive Program.
12. Research and prepare grant applications for Village programs and projects.
13. Participate in local, regional, and State organizations geared toward professional development, peer relationships, and governmental technique.
14. Perform all related services as directed by the Village Charter and Village Council.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The minimum qualifications for the position of Village Manager include the following:

- A Master's Degree in Public Administration and/or an equivalent degree or combination in education and experience which would properly prepare the candidate for the position of Village Manager.
- Three to five years of municipal management experience and/or equivalent experience that would appropriately prepare the candidate for the position of Village Manager.
- A working knowledge of :
 - Management techniques
 - Personnel and human resource management
 - Strategic planning
 - Developing and administering budgets
 - Zoning issues

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- Public relations
- Media relations
- Collective bargaining
- Grants and grant funding

- Effective communication skills, management skills, and public relations sensibilities.
- Skill in compiling and analyzing complex data.
- Skill in managing diverse programs, services, and personnel.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make formal presentations in a public setting.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to handle highly sensitive and confidential information with complete discretion.
- Ability to attend meetings outside of normal business hours.

Physical Demands and Work Environment:

The following physical demands and work environment are characteristic to the Village Manager position:

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, e-mail or in person, and move around the office or travel to other locations.

An employee in this position is also required to occasionally work outside the office at field sites, and travel to other locations.

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