

VILLAGE OF STOCKBRIDGE

VILLAGE MANAGER JOB DESCRIPTION

Supervises: The Village Manager supervises all department heads including Village Clerk, Treasurer, Public Works Supervisor, Chief of Police.

Position Summary:

The village manager serves as the village's chief administrative officer and serves and is appointed by the village council. The village manager performs a wide range of supervisory, administrative, and strategic tasks relating to all departments of the village. The village manager also serves as the village's budget officer and the zoning administrator. The village manager must have leadership qualities to help guide the village balancing responsible planning for the future along with providing services for the village's residents today.

Essential 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.

- Handles economic development activities such as business recruitment with the Downtown Development Authority (DDA).
- Acts as a liaison to the DDA boards ensuring that the boards are working with the village and representing the interest of the village on each of these boards. Assists in preparing the annual budget for this group.
- Oversees the water and sewer departments creating a strategy for capital improvements, rate structure, and operations.
- Responsible for serving the public interest, serving elected officials, supporting the democratic process, upholding the law.
- Manages special projects as needed by the village including grants, construction, and other necessary projects undertaken by the Village.
- Researches and prepares grant applications and manages successful grants.
- Reads large amount of correspondence that comes to village offices and remain apprised of the happenings in many different areas.
- Supervise and coordinate the work of all departments including administration, finance, clerk, police, public works, parks and recreation, water, and sewer.
- Implements village councils strategic policies and direction.
- Handles problems that occur within the village and find solutions to these issues.
- Maintains frequent and effective communications with the public.
- Maintains knowledge of federal and state legislation that has an impact on the village.

- Acts as the zoning administrator, ensures all construction meets zoning ordinance, and enforces the Village's zoning ordinance.
- Acts as the budget officer, overseeing the village's budget committee and monitor the village's budget, identify goals and objectives and implement financial strategy for the village.
- Acts as the chief information officer handling all major complaints, calls from the media, and FOIA requests.
- Maintains a working relationship with federal, state, and local regulatory agencies including but not limited to Environmental Protection Agency; Michigan State Housing Development Authority; Michigan Department of Environment, Great Lakes and Energy; Michigan Department of Transportation; Ingham County Drain Commissioner; Ingham County Road Commission; Ingham County Health Department; etc.
- Handles various human resources activities including the disciplining of employees, contract interpretation, vacation decisions, hiring and firing of personnel.
- Handles all contracts the village enters into including labor and services.

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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Ability to manage various projects in different stages to completion.
- Ability to use a computer including word processing, spreadsheets, and various other programs that may be required to effectively execute the duties of this job.
- Analytical ability to understand complex municipal issues and determine solutions.
- Bachelor's degree in public administration or related field and two or more years of experience in a related position.
- Ability to train and supervise personnel including the delegation of activities.
- Ability to enforce ordinances and codes as well as contracts.
- Ability to think critically and solve problems.
- Ability to work under deadlines.
- Ability to remain organized and manage large amounts of information and materials.
- Knowledge of different levels of government including federal, state, county, village, and township. The ability to work with the different agencies and entities.
- Ability to work with and supervise the work of different consultants and vendors.
- Ability to manage the agendas and work of the different village boards and commissions.
- Knowledge of the trends in municipal government.

- Ability to communicate to village staff and to the general public.
- Ability to write grants and seek funding for different village projects.
- Understanding of local politics and how to work effectively with different people and groups with diverse interests.

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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly in a business office setting where he or she is regularly required to sit and occasionally required to exercise limited mobility. The employee is regularly required to talk, hear, read and interpret documents and correspondence and view and produce written and electronic documents. The employee is also required to use manual dexterity to type or write and communicate with others in person and on the telephone and to use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move light-weight to moderately-heavy items. The noise level in the work environment is usually quiet to moderate.