

VILLAGE OF GOODRICH



Village Administrator/Clerk

Job Description

Reports To: Village Council

Salary Grade: TBD

Prepared By: Expert Human Resources, LLC

Approved By: Village Administrator/Clerk

FLSA Status: Exempt

Supervisory Responsibility: Yes

Prepared Date: October 25, 2017

Approved Date: January, 2018

Success Goal

To be an integral component to the efficient and smooth operations of the Village of Goodrich's operations, processes, and procedures.

Primary Function

Under minimal direction of the Village Council the Village Administrator/Clerk: Efficiently administers all affairs of the Village and all departments as required by the Village of Goodrich Charter. Makes recommendations to council regarding appointments based on merit and consistent with personnel policy.

Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Attends meetings of the Village Council and takes part therein, but without a vote.
2. Serves as Director of Personnel; makes recommendations to the council for appointments, employment, suspension, dismissal, and salaries and/or wages of all employees for the Village.
3. Prepares the budget; administers the budget and serves as Finance Officer.
4. Acts as Purchasing Agent and Grant Administrator for the Village of Goodrich.
5. Makes recommendations to the council for adoption of such measures as may be deemed necessary or expedient for the improvement or betterment of the Village of Goodrich.
6. Serves as local Community Development Block Grant Technician to assist the designated Village Council member Community Development Coordinator with application processing, project reporting, project administration, etc.
7. Acts as a representative and attends functions and meetings as deemed necessary, or at the request of the Council for improving Village operations.
8. Acts as public relations person and receives citizen's requests and route them to the proper department. Answers resident's questions as needed.
9. Responsible for all correspondence to and from the Village, except that specifically designated to someone by Charter or Council. Signs all Resolutions and Ordinance.
10. Works with Village legal counsel on matters needing legal attention. All such work must have prior approval of the Village President or Village Council.
11. Must be familiar with the Zoning Ordinance, Village Ordinances, Master Plan, etc. Must review all applications for variances, rezoning, land division, etc. Responsible for checking their compliance with the Village Ordinances and Master plan.



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12. Serves as an exofficio member and attends the Village Council, Zoning Board of Appeals, and Planning commission as the Liaison, without the right to vote, and should report between the groups.
13. Works with various County, Township, and State officials, agencies, and departments in any capacity needed; for the smooth operation of the Village.
14. Responsible for the preparation of agendas, meeting packets, etc., for Council, Zoning Board of Appeals and Planning Commission meetings. Meeting packets should be ready for distribution to the Council, Zoning Board of Appeals and Planning Commission, a minimum of three (3) days prior to scheduled meeting.
15. Must be familiar with and administers Village leases, insurance, etc. Any proposed changes must be submitted to Council for approval.
16. Exercises and performs all administrative functions that are not imposed by Charter or Ordinance upon some other person or employee. Shall perform any other duties required by the Council, consistent with Charter, Ordinances, and State Statutes.
17. Issues sewer permits.
18. Acts as Miss Dig and Title VI Coordinator.
19. Works with Auditors to prepare Village Audit.
20. Performs any other requirements to fulfill the Clerks position.
21. Promotes and builds good working relationships with staff of the Village of Goodrich. Embraces mission. Works with staff; assists whenever and wherever needed/required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's Degree in business or related field.
2. One (1) year of grant writing, coordination, or administration experience preferred.

Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

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| High-level knowledge of Zoning Ordinance, Village Ordinances, Master Plan, etc. | Self-starter and dependable |
| Knowledge of policies, safety, etc. associated the Village | Ability to make decisions |
| Personal effectiveness, credibility, and ethical conduct | Stellar problem solver |
| Strong performance and project management skills | High energy |
| Ability to interact professionally with employees, public, and various contacts | Ability to multitask |
| Excellent attention to detail | Flexibility |

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| Skill in coordinating the work of others | Strong organizational skills |
| Ability to speak and write clearly and concisely | Stellar Organizational skills |
| Ability to analyze, research, and interpret data | Confidentiality |
| Ability to work with a diverse group of people | Ability to work as a team and independently |

Language Skills

Ability to read and comprehend complex instructions, correspondence, and memos, including public works reports, and Village of Goodrich documents. Ability to appropriately respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the Village Council. Ability to effectively present information in one-on-one and small group situations to leadership, Village of Goodrich Council, committees, community members, visitors, and other employees.

Supervisory Responsibilities

Supervises and oversees staff of the Village of Goodrich.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to quickly define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should have knowledge of basic computer skills and knowledge of Microsoft Office Suite products, emails, group messaging, data collection, program management, and other database and spreadsheet programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and/or use repetitive motions. The employee is occasionally required to walk, stand, stoop, climb, balance, pull, push, and reach. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 20 pounds. The employee is expected to travel as needed.

Work Environment

The work environment characteristics described here are representative of those associated with construction sites and public works maintenance activities, while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The work environment may involve dirt, dust, heat, cold, smoke, and other dangers may be involved. The noise level in the work environment is light to moderate.

Village of Goodrich Equal Opportunity Employer Statement

Village of Goodrich is an equal opportunity employer. Village of Goodrich prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

Disclaimer - Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Signatures

Village Council Representative Signature: _____ **Date:** _____

Employee Printed Name: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)