

**Village of Wauconda  
Job Description**

**JOB TITLE:** Village Administrator

**DEPARTMENT:** Administration

**CLASSIFICATION:** Exempt

**SUPERVISOR:** Village President and Village Board of Trustees

**SUMMARY:**

Primary duty is to lead, manage and direct the daily operational activities of the Village of Wauconda staff in carrying out mandated activities and programs as directed by the Board of Trustees, ordinances, state and federal statutes, regulatory issues and public law. Plans, directs, controls and evaluates all activities of all Village departments and municipal functions, within broad guidelines and policies established by the Village Board and State of Illinois; informs the Village Board of the status of activities, programs, problems, plans and departmental functions. Supervises the annual budget planning submissions for Village municipal operations, laying out proposed spending plan for the Village Boards consideration; implements and administers the approved budget. Prepares annual capital improvement program and the long-range development plan as part of the administrative function. Supervises the administration of personnel management activities, approves promotions/demotions, transfers, reclassifications, job evaluations, disposition of employee grievances, disputes and other matters of staff relations. Serves as lead negotiator for all labor and collective bargaining negotiations with Village employee's unions. Works with other municipalities and government agencies to promote the Village of Wauconda and gain outside sources of revenues through the application for grants and other resources available through State and Federal Agencies.

**QUALIFICATIONS:**

A minimum of 15 years professional experience in public administration; with a minimum of ten years of documented successful experience in positions of increasing responsibility, leadership and supervision within municipal government or in public administration.

**SPECIAL REQUIREMENTS:**

Hold applicable professional certifications and evidence of continue growth and development in the field of public administration. Must be able to pass a detailed background investigation with the Illinois State Police, a medical physical to meet the stated demands of the position, have an acceptable driving record and no evidence of misuse or use of illegal substances or drugs.

### EDUCATION AND EXPERIENCE:

A minimum of Bachelors of Science or a Bachelors of Arts in Public Administration, Governmental Administration, Regional Planning or closely related fields of study from an accredited four-year college or university. Master's Degree is desirable, but not required if a combination of education and experience shows demonstrated success.

### HOURS:

As specified by the Village President and Board of Trustees, full time exempt position, requiring work and appearances outside the traditional forty-hour workweek.

### DUTIES:

#### **Essential Functions:**

1. Plans, directs, coordinates, controls and evaluate all activities of a municipal government serving a Village comprised of more than 9,500 residents served by a Village staff comprised of 54 employees in Administration, Police and Public Works Departments.
2. Executes and evaluates programs and activities.
3. Provided direct supervision and evaluates performance of five direct reports/department heads.
4. Maintains progress reports of all departments through routine weekly staff meetings, is able to furnish current updates as requested by elected officials.
5. Promotes the use of internal operating efficiencies gaining maximum return for dollars spent.
6. Be able to use good judgment in decision-making and understand local government principles, trends and management practices.
7. Be able to clearly communicate in all types of media, reports involving department performance, activities, programs, problems, plans and department functions.
8. Ability to supervise annual budget submissions, interpreting Village Board Guidance and communicating it to the municipal staff.
9. Supervises the preparation of annual capital improvement plan within the guidance established by the long-range development plan approves by the Village Board.
10. Conducts reviews of regular and special operating reports against budget, program and objectives.
11. Reviews Village policy, procedures, rules, regulations and ordinances and prepares special reports for Village Board consideration, information and/or action.
12. Attends all Village Board and related public meetings.
13. Directs and supervises the preparation of the Village Board meeting Agenda, providing read ahead materials to all publicly elected officials in a timely manner as to allow preparation for Board and other public meetings.
14. Advises the Board concerning the status of public inquiries, projects of current interest and proposed legislative actions of interest or impact to the Village.
15. Appears before citizen groups and other organizational meetings.
16. Is required to make speeches, represent the Village and attend ceremonial activities.
17. Serves as spokesman for the Village in situations requiring official statements, information to media, or answering citizen concerns.

18. Represents the Village in meeting with other municipalities as well as county, state and federal officials as required.
19. Attends regional planning conferences and discussions at county, state and federal level as required.
20. Plans and anticipates current and future/long-term needs in various program areas.
21. Makes appropriate recommendations to the Village Board to ensure compliance with legislative mandate or requirement.
22. Assures all Village ordinances are enforced equally and fairly.
23. Supervises the preparation of written correspondence to citizens as required to document Village Board decisions.
24. Works and assists citizens, civic groups Village businesses in dealing with outside contractors, business, agencies, developers, utility companies in resolving governmental or operations issues, through intervention or bringing the attention of the Village Board to deal with problems not solved.
25. Mentor, coach, influence and evaluate performance of subordinates, with goal of quality programs and performance, professional development and growth, oriented on success and focused on accomplished the Village Mission.
26. Systematically document performance of direct reporting subordinates, write clear and concise counseling focused on success.
27. Make recommendations to the Village Board on personnel matters involving promotions, discipline or labor and collective bargaining agreements.
28. Provide documentation to support hiring and staffing plans to support operations, programming, activities and special events.

### **Marginal Functions**

1. Participate in the evaluation of other government organizations performance and contributions to the quality of life in the Village of Wauconda.
2. Work, as directed, with election boards as required to satisfy Illinois Law for public elections and referendum.
3. Provide guidance and counseling to Village staff and employees as needed.
4. Must be able to use automated programs and processes to make information needed available as required.
5. Will be required to travel to meetings and professional conferences that require extended stays away from the normal duty location.
6. Gain membership in local and civic organizations as way to get direct feedback on Village performance from various groups.
7. Stand in for Village President as required at various functions.

### **PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

5. Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.
6. Employee must be able to function in a sometimes fast and ambiguous environment.
7. Employee must be able to work with other members of senior management and publicly elected officials as required to include presentations and attendance at meetings.
8. Employee must attend numerous functions and meetings outside the traditional work day environment.
9. Employee must be able to deal with officials, co-workers, citizens and citizen groups that sometimes present uninformed expectations of services provided by the Village.

PHYSICAL DEMANDS:

|           |                       |
|-----------|-----------------------|
| Sitting   | Frequently            |
| Walking   | Occasionally          |
| Strength  | Light (up to 20 lbs.) |
| Balancing | Occasionally          |
| Stooping  | Occasionally          |
| Kneeling  | Occasionally          |
| Crouching | Occasionally          |
| Reaching  | Occasionally          |
| Handling  | Frequently            |
| Fingering | Frequently            |
| Feeling   | Occasionally          |

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must be able to demonstrate good customer service skills with the ability to problem solve resident complaints.
5. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
6. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
7. Employee must use good safety awareness and judgement in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

\_\_\_\_\_  
*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Manager of Administrative Services

DEPARTMENT: Administration

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Village Administrator

SUMMARY:

This executive level administrative position requires the individual to assist the Village Administrator by performing complex administrative and professional work in planning and organizing within all areas of the Village structure. Specific duties include the development and implementation of improved management systems, enhancements to recordkeeping, and the ability to provide effective, ongoing communications with all Village Departments, elected officials, and the general public.

QUALIFICATIONS:

Must have strong organizational, analytical, computer, writing and interpersonal skills. Must be able to communicate effectively with residents, employees, consultants, other governmental agency representatives, municipal officials and the general public. Ability to quickly acquire a comprehensive knowledge of the organization, functions, and operating practices of the Village. Ability to compile comprehensive reports and experience in assignment and project tracking is also needed.

SPECIAL REQUIREMENTS:

Must possess a valid Illinois Drivers License; pass a background examination that will include credit check along with passing medical and drug screenings.

EDUCATION AND EXPERIENCE:

Bachelor degree in Business Administration, Communications, or equivalent combination of training and experience in general business organizational principles and practice. Minimum of three (3) years previous administrative experience in a public or private sector organization.

HOURS:

As an exempt position, will work established hours as specified by the Village Administrator.

DUTIES:

Responsibilities include working with designated staff members to develop standard departmental operating procedures and create specific checklists for critical functions. In addition, the individual is responsible for ensuring that proper periodic reviews and updates are applied to existing departmental procedures in an effort to guarantee the efficiency and effectiveness of both current and future practices.

Responsible for attending staff and project meetings to ensure all projects are properly and accurately tracked to completion; responsible for overseeing that notifications and critical timelines are met by the appropriate Village staff.

Responsible for preparing written communications as directed by the Village Administrator (i.e., board reports and memos, supporting materials for agenda items, e-mail responses to residents, and internal and external memos and letters); provide review and editing input as needed on all forms of departmental written communications which are intended for external use.

Assist the Administrator by recognizing and prioritizing any requests for information and inquiries from the public in order to get prompt and accurate responses to resident inquiries.

Work with supervisors to coordinate special activities and public awareness campaigns which promote the services offered by the Village of Wauconda.

Responsible for preparing administrative reports to the Board of various Department activities.

Assists in evaluating Department needs and the formulation of short and long range plans to meet future needs, such as equipment replacement schedules and planned / scheduled maintenance.

Assist other staff members in the development of presentations and handouts using graphs, diagrams, pictures, and computer presentations as are necessary for public education and community outreach activities.

Provide staff assistance to the Village Administrator, participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Participate in the development and implementation of goals, objectives and priorities for assigned functions; recommend and implement resulting policies and procedures.

Coordinate, implement and monitor special projects within assigned department; perform complex research and analysis of new programs, services, policies and procedures; prepare and present reports.

Prepare comprehensive technical records and analytical and statistical reports pertaining to assigned area of responsibility including the preparation of conclusions and forecasts based on data summaries and other findings; conduct research and comprehensive data collection efforts to support analysis; select, adapt and apply appropriate research and statistical techniques; consult with Village staff, outside agencies and associations to obtain information.

Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.

Attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility.

Provide high level, complex administrative duties in support of assigned functions of a department including personnel, purchasing and budget preparation and control; assist in developing and monitoring the achievement of various departmental goals and objectives.

Oversee and coordinate departmental customer service functions; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform assigned functions/role in the Emergency Operations Center when the Center is activated in response to emergency/disaster.

Review departmental reports, correspondence and documents for completeness, proper punctuation, grammar and spelling, and compliance with established guidelines.

Prepare and/or review department staff reports to the Village Board including those pertaining to personnel, budget, purchasing, fee/cost recovery/workload analysis and information services and records management issues for conformance with laws, regulations and policies.

Conduct a variety of organizational, operational and analytical studies and investigations; recommend modifications to existing programs, policies and procedures as appropriate; prepare a variety of formal reports.

Monitor the efficiency and effectiveness of service delivery methods and procedures; recommend, with Village policy, appropriate service and staffing levels.

Any and all other duties, projects, or programs assigned by the Village Administrator.

**COMPENSATION:**

This is a salaried position. Salary to be commensurate with level of education and experience as established by the Village Board.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate personal discipline qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with department heads as required to include presentations and attendance at meetings.

**PHYSICAL DEMANDS:**

|           |                       |
|-----------|-----------------------|
| Sitting   | Frequently            |
| Walking   | Occasionally          |
| Strength  | Light (up to 20 lbs.) |
| Balancing | Occasionally          |
| Stooping  | Occasionally          |
| Kneeling  | Occasionally          |
| Crouching | Occasionally          |
| Reaching  | Occasionally          |
| Handling  | Frequently            |
| Fingering | Frequently            |
| Feeling   | Occasionally          |

ENVIRONMENTAL CONSIDERATIONS:

Employee must park in exposed parking lot with potential of walking ¼ mile.  
Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

Employee must have the ability to follow directions and communicate in English verbally and in writing.  
Employee must be able to read and understand materials printed in English.  
Employee must possess time management and organization skills to effectively perform job.  
Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.  
Employee must have ability to make judgments with respect to confidentiality of information and problem solving.  
Employee must use good safety awareness and judgment in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Executive Assistant to Administrator/ Mayor

DEPARTMENT: Administration

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Village Administrator

SUMMARY:

Employee is the executive assistant for the Village Administrator and Mayor, duties require a variety of administrative skills and tasks as specified by the Village Administrator or the Mayor. Directly responsible for the unique executive administrative support requirements needed for the smooth and efficient operations of a municipal government to include preparation of board agendas, managing correspondence, calendars, appointments for the executive elected and appointed leadership of the Village. Manages office support accounts, publishes meeting notices as required by State of Illinois law and Village ordinance and the Village newsletters and supervises the coordination of all postal accounts.

QUALIFICATIONS:

To function in this position the employee needs to have a superior working knowledge of office administration, tact in dealing with sensitive information, with frequent contact with the public, managing calendars of publicly elected and appointed officials.

SPECIAL REQUIREMENTS:

Employee must be able to successfully pass a criminal background check through the Illinois State Police and financial background checks conducted by Human Resources with results of both investigations shared with the individual.

EDUCATION AND EXPERIENCE:

A minimum of a high school diploma or equivalent course work or certificate (GED) is required. Two years of college with demonstrated course work in office administration. Two years of successful performance in related positions, showing/demonstrating competency in desired skill areas. Education and experience can be substituted by a combination of experience, course work and skills.

HOURS:

An exempt position, the Executive Assistant will work establish hours as specified by the Village Administrator.

**DUTIES:**

**Essential Functions**

1. Organizes all correspondence for the Mayor, elected officials and the Village Administrator.
2. Maintains calendar for the Mayor and schedules appointments.
3. Processes and published board of trustee agenda packets for all public meetings.
4. Publishes meetings and special meeting notices as required by the Illinois Open Meeting Act.
5. Publishes quarterly Village information newsletter for residents.
6. Provides clerical support as required.
7. Supervises mail functions for the Village Hall.

**Marginal Functions**

1. Assists in answering phones.
2. Assists in working front desk, in role as cashier receiving public and providing quality customer service as required in times of high volume traffic, lunches and break times.
3. Provides assistance as needed to help complete clerical functions and support major projects.
4. Provides clerical support as required or directed by the Director of Finance, Assistant Treasurer.
5. Covers as required or specified to ensure inquiries and resident questions are routed to the specific department or answered as appropriate.

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*Employee Name*

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*Date*

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*HR Signature*

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*Date*