

VILLAGE OF LAWTON

Job Description

VILLAGE MANAGER

Supervised by: Village Council

Supervises: Directly supervises the Clerk, Treasurer, Chief of Police, Department of Public Works. Indirectly supervises all other employees.

FLSA Status: Exempt (salary)

Position Summary: The Village Manager is appointed by and serves at the pleasure of the Village Council.

This position reports to the Village Council and has primary responsibility for providing leadership and policy guidance to department heads and ensuring that master plan, vision, and goals of the Village Council are implemented and met. This individual performs the professional and administrative processes necessary to achieve the efficient and economic operation of the Village; ensure the financial security of tax dollars by monitoring the overall fiscal activity of the Village; and assist elected officials in establishing policy and long-term goals. The Village Manager is also responsible for ensuring that the Village's work environment is responsive, respectful, value-based, and innovative and that employees are held accountable for quality services.

Essential Duties and 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.

1. Oversees the general operations of all Village Departments and activities. Initiates studies and monitors operations to ensure quality services are provided in an efficient and timely manner.
2. Recommends policies and programs to the Village Council. Provides information to the Council to aid in its deliberations. Implements policies set forth by the Council.
3. Develops long-range plans and management strategies to realize goals in accordance with Council directives, community needs, demographic trends, and Village vision. Assesses operational costs, analyzes administrative and capital needs and makes appropriate recommendations.
4. Oversees the development of a five-year capital improvement program. Monitors capital needs and determines appropriate financing mechanisms for larger purchases and projects.
5. Represents the village at local, regional, and state meetings and conferences. Negotiates contracts and agreements on behalf of the Village. Presents the official Village position on issues related to finances and operations.
6. Responds to inquiries, resolves citizen complaints, and recommends remedial action related to Village policies and services. Meets with citizens and community groups to address concerns and participates in civic activities as appropriate.
7. Supervises all Village employees either directly or through department heads. Provides overall direction for the selection, training, recognition, discipline, and discharge of all Village Employees. Develops, recommends, and enforces personnel policies. Negotiates and administers labor agreements.

8. Serves as the Village's legislative coordinator. Stay current of proposed changes in the legislation that may impact the Village. Communicates the Village's needs to State and Federal offices.
9. Oversees the development of budget requests, financial plans, and forecasts, and preparation of the annual budget. Administers fiscal policy, ensures the proper administration of the budget, and keeps the Village Council fully apprised of the Village's financial condition and future needs.
10. Sets the agenda for and attends all Village Council meetings in conjunction with the Village Clerk. Performs research, recommends policies, and programs, enforces ordinances, and implements policy as set forth by the council. Attends meetings and serves as staff to various boards, authorities, and commissions as required (Downtown Development Authority, Planning Commission, etc.)
11. Acts as a spokesperson for the Village. Represents the Village to various individuals, entities, agencies, and other governmental units. Responds to inquiries from the public, the media, and others. Communicates the Village's interests and presents the Village's official position on issues.
12. Coordinated the Village operations and activities with other governmental units. Participates in negotiations and administration/enforcement of cooperative agreements, mutual aid compacts, franchises and other contracts.
13. Prepares grant proposals and consults with granting agencies in securing and administering grants. Completes requisite reporting and paperwork.
14. Negotiates contracts and agreements on behalf of the Village. Enforces the terms and conditions of all contract to which the Village is a party. Supervises all special projects.
15. Serves as Chief Emergency Coordinator according to guidelines established by regulating agencies.
16. Develops a communication and marketing plan for both external and internal audiences including, but not limited to, development and maintenance of the Village Website and publication of press releases, newsletters, and other similar documents.
17. Perform, such other duties as the Council may direct that naturally pertain to the general management of Village affairs, and execute and perform all administrative functions of the Village that are not imposed upon some other official;

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of the statutes and best practices related to community and economic development, contract negotiations, public relations, contract management and records management.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to exercise good judgment and make sound decisions in a manner consistent with the essential job functions.
- Proven written and verbal communications skills including ability to make clear and concise presentations, including skill in the use of technology, especially computer applications.

- Ability to interact effectively with staff, public, elected and appointed officials.
- Proven management skills, including financial management.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Baccalaureate Degree in Public Administration, Business Management or related field. Master of Public Administration or Master of Business Management degree preferred. Equivalent experience may be substituted for all or part of formal education requirements at the discretion of the Village Council.
- Management experience in a small or medium-sized municipal organization including responsibility for more than one functional department or division is preferred.
- A proven record of successful budgetary and personnel management including some general management or chief executive responsibility in a labor-intensive service orientated organization is preferred.
- Ability to communicate effectively both verbally and in writing, and to relate to a diversified and sophisticated Council/community.
- Demonstrated grant writing experience

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.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to create, type and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations and to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee usually works in a business office setting. The noise level in the work environment is usually quiet, but dependent on location, it can range from moderate to high.

Salary and Benefits: Village offers a competitive benefits package including medical, dental, vision, short term, long term and life insurance as well as a retirement plan, vacation and sick time. Salary ranges from \$75,000 to \$82,000 DOQ.

Interested candidates are encouraged to apply by Friday, October 20, but position will remain open until filled. To apply, please email a resume, cover letter and three professional references to:

Clerk@LawtonMI.org - Subject: Village of Lawton Manager Search

OR mail to: Village of Lawton Manager Search; 125 S Main Street PO Box 367, Lawton MI 49065, ATTN: Village Clerk

Confidentiality must be requested but cannot be provided for those selected as final candidates. The Village of Lawton is an Equal Opportunity Employer.