VILLAGE OF ORTONVILLE

JOB DESCRIPTION – VILLAGE MANAGER

The Manager will be considered an employee of the Village Council, answerable directly to the Village Council. Prior to hiring of a manager by the Council, the Personnel Committee shall screen applications, interview selected applicants and make recommendations to the Council. The Manager must have administrative and executive abilities. In the absence of the Manager, the Village Council may employ or designate an acting Manager. The acting Manager shall not make any administrative changes, without the consent of the Village Council. The Village Manager shall be the administrator of the Village and shall be responsible to the Village Council for the efficient administration of all affairs of the Village and all departments, except as that responsibility is specifically delegated to another officer by Act 3 of 1895, as Amended, which is our Charter.

The Village Manager shall be responsible for:

1. attending all meetings of the Council, the Planning Commission and the ZBA and may take part therein, but cannot vote.
2. making recommendations on the employment and discipline for the Clerk, Treasurer and DPW Director positions to the Village Personnel Committee with Council having final approval.
3. hiring part time or seasonal employees
4. disciplining or dismissing part time or seasonal employees with final review by the Personnel Committee.
5. being an ex-officio member of all committees of the Village Council without a vote.
6. preparing and administrating The Budget, as provided for in the Uniform Budgeting and Accounting Act, Act 2, P.S. of 1968, as Amended and shall serve as Finance Officer.
7. acting as the purchasing agent, except in the DPW, in which case the DPW Director, shall be the agent
8. making recommendations to the Council for the adoption of such measures as may be deemed necessary or expedient for the improvement or betterment of the Village.
9. carrying out Council policy.
10. being Director of Personnel of the Village.
11. being Grants Administrator of the Village.
12. being responsible for the local Community Development Block Grant application process and administration.
13. acting as a representative for the Village, whenever the need arises or at the request of the Council.
14. acting as Public Relations Person, and shall receive citizen's request and route them to the proper agency.
15. being responsible for federal-revenue-sharing reporting, public hearings, etc., and shall keep updated on regulation.
16. being responsible for all correspondence to and from the Village, except that specifically designated to someone else by charter.

Manager Qualifications

Knowledge and Skills

The ideal candidate must have a thorough knowledge of the principles and practices of local government administration, including organizational forms and structures, budgets, contracts and operating methods and procedures; excellent communication, managerial, verbal and financial skills; exhibit a passion for serving people and be sensitive to social issues; be an enthusiastic team builder; possess the ability to confer with local, county and government officials and other key individuals to resolve problems. Good understanding and familiarity with ordinances, zoning and planning issues. He/she should demonstrate ability to manage a variety of issues simultaneously, be self-motivated, proactive and be prepared to show examples of his/her visionary ability.

Experience

Minimum of five years of increasingly responsible senior management experience in municipal government or other governmental agencies or comparable leadership and management experience in public, nonprofit or private organizations.

Salary Range

$40,000 - $50,000 per year
With limited benefits
Send sealed resumes and references to:

Village President
P.O. Box 928
Ortonville, MI 48462

OR email to Villagepresident@ortonvillevillage.com

DEADLINE: Postmark no later than April 15, 2016. Due by 5:00 p.m.