

## **Job Title: Administrator Clerk-Treasurer**

**Purpose and Summary:** The Village Administrator Clerk-Treasurer performs professional level work that involves planning, organizing, coordinating, and directing the administrative operations of the Village of Attica. The Administrator, subject to the limitations defined in resolutions and ordinances of the Village of Attica and State Statutes, shall be the chief administrative officer of the Village, responsible to the Village Mayor and Village Board for the proper administration of the Village. The Village Administrator Clerk-Treasurer position includes and consolidates the offices of Village Clerk and Village Treasurer. This position is responsible for the efficient and effective administration of Village affairs, ensuring competent, expeditious, efficient, and harmonious administration and action in respect to the activities of the Village's officers, officials, and departments, and a uniform application of policy, with powers and duties as follows:

### **1. The Administrator Clerk-Treasurer shall:**

- a. Administer all day-to-day operations, services, functions, and programs of the Village.
- b. Direct, coordinate, and expedite the activities of all Village departments, except when New York Statutes vest such authority in the Village Board, certain Village committees and commissions.
- c. Implement all directives approved by the Village Board and communicate regularly with the Village Mayor and Village Board, through oral or written reports, regarding the status of Village activities and initiatives.
- d. Establish and implement administrative procedures to increase the effectiveness and efficiency of the government in a manner consistent with policies established by the Village Board.
- e. Represent the Village in matters involving legislative and intergovernmental affairs and reports matters that could possibly affect the Village's interest to the appropriate committee Village Mayor, or Village Board members.
- f. Promote the economic well-being and growth of the Village through public and private sector cooperation, and by facilitating land use planning initiatives, serving as a liaison for development entities, managing development financing tools, and preparing and coordinating developer agreements with the Village Attorney.
- g. Serve as coordinator and claims agent for Village property, liability, worker's compensation and disability insurance programs. Renewal agent for all Village insurance policies; ensuring complete coverage for the Village.
- h. Attend professional meetings, seminars, and conferences to maintain current knowledge of federal, state, and county legislation and administrative rules affecting the Village, and submit related reports and recommendations regarding same to the Village Mayor and Village Board as appropriate.
- i. Serve as the Village's Human Resources Officer. Develop, implement, and enforce Village personnel rules and regulations. Recommend revisions to personnel policies when necessary,

and annually evaluates Village Department Heads with input from the Village Mayor. Recommends to the Village Board the promotion, compensation, discipline, and termination of employees as appropriate. Maintain employee records and official personnel files. Maintains compliance with Federal and State drug and alcohol CDL testing requirements.

j. Solicit or advertise for applicants to fill position vacancies as appropriate. Review the applications according to established hiring procedures and submit a ranked list of applicants to the Village Board for action.

k. Perform pre-employment and termination interviews with employees to ensure all benefit documents are correctly administered. Serve as Village agent for health, dental and life insurance, retirement, deferred compensation, and disability programs.

l. Recommend salaries, wage scales, and working conditions of employees to the Village Board for appropriate action.

m. Assure that Village employees receive adequate opportunities for training and professional development necessary to maintain and improve their job-related knowledge and skills and also serves as the approving authority for employee requests to attend conferences, professional meetings and training schools etc.

n. Serve as Village Purchasing Agent and oversee the purchase and contracting for supplies and services, subject to the Village's purchasing policies and subject to any provisions contained in New York State Statutes.

o. Oversee/maintain the Village website and social media platforms to keep all information current along with associated contracts.

p. Establish and maintain procedures to facilitate communications between citizens and the Village government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention and are expeditiously resolved.

q. In conjunction with the Village Mayor, acts as public information officer for the Village with the responsibility of assuring that the news media are kept informed of the operations of the Village.

r. Work with the Village's financial advisor, bonding agents, and Village Board to facilitate necessary municipal borrowing. Maintains records of all bonds issued by the Village by tracking projects, borrowed funds and payment schedules.

**2. Duties as Clerk.** In his/her capacity as Village Clerk, the Village Administrator Clerk-Treasurer shall be responsible for performing those duties required by the New York Statutes and for the following additional duties:

a. Monitor and enforce all Village Ordinances, Resolutions, State Statutes, and Village Board directives.

b. Administer, coordinate, supervise, and conduct elections.

- c. Develop procedures to ensure the security of Village property, records, and systems. Serve as official custodian of all Village official records, including the corporate seal.
- d. Ensure that all official publications of the Village such as ordinances, resolutions, agendas, and meeting minutes are duly published or posted according to law.
- e. Attend all required meetings of the Village Board and committees.
- f. Prepare appropriate agendas for all meetings of the Village in coordination with the Village Mayor and Board along with such supporting materials as may be required; nothing herein should be construed as to give the village administrator authority to limit or in any way prevent matters from being considered by the Village Board or any of its committees.
- g. Manage & supervise the issuance of municipal licenses & permits, including business, liquor, various regulatory licenses as assigned, etc. in accordance with applicable Village ordinances and other regulations, and the filing all state required reports.

**3. Duties as Treasurer.** In his/her capacity as Village Treasurer, the Village Administrator Clerk-Treasurer shall be responsible for performing those duties required by the New York Statutes and for the following additional duties: a

- a. Manage the Village investment portfolio, cash flow, bank deposits, monthly balance sheet and bank reconciliation statements.
- b. Supervise the accounting system of the Village and ensure that the system employs methods in accordance with current professional governmental accounting practices. Coordinates the accounting procedures and maintenance of the financial records for the Village and prepares for the annual audit of all funds. Is responsible for drafting documents as necessary to follow government requirements.
- c. Maintain separate accounts for qualified grant funds following specific accounting and auditing practices as outlined in grant acceptance manuals. Completes yearly grant applications and yearly reporting.
- d. Oversee payroll and maintains accurate and complete official employment records for all Village employees. Ensures that required monthly, quarterly, and annual payroll reports due to state and federal government are submitted. Maintains records of employee seniority and benefits earned and used for compensatory, sick, and vacation time.
- e. Responsible for the duties of the Treasurer as set forth in the New York Statutes, administers the receipts, deposits and appropriate investment of all monies received by the Village, and draws and countersigns all orders on the Village treasury.
- f. Develop budgeting procedures, prepares and administers the annual operating and capital budgets in accordance with guidelines provided by the Village Board, pursuant to State Statute, and in coordination with all department heads, committees, and the Village Mayor and Village Board.

The above essential duties are illustrative only and this position is also responsible for other duties, special projects, and responsibilities as assigned by the Village Mayor and/or Village Board. This position

may also delegate any of the above duties and responsibilities to other Village staff as may be appropriate and in the best interests for the efficient and effective operation of the Village.

**Education, Experience, and Training:**

Associates degree in public or business administration with three to five years of municipal experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A preference will be given for strong accounting and budgeting skills.

Knowledge of municipal budgeting and financial management principles and practices, including fund accounting consistent with policies and rules set by state agencies and generally accepted accounting practices.

Knowledge of human resources management principles and practices, including employee recruitment, selection, training, evaluation, discipline, compensation administration and labor negotiations and contract administration.

Knowledge of State of New York election legal requirements and administration of elections.

Knowledge of economic and community development issues and legal requirements. Understanding of annexation, and inter-governmental agreements.

**Required Knowledge, Skills, and Abilities:**

1. Comprehensive knowledge of the principles and practices of municipal government administration, local financial administration, and sources of information on problems of municipal government; strong financial and personnel background.
2. The ability to establish a working relationship with the Village Mayor and Trustees, department heads, employees, and the general public; leadership abilities; and excellent communication skills.
3. The ability to manage and direct employees, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret the application of policies, procedures, and standards to specific situations.
4. Requires the ability to supervise, manage, lead, teach, direct, plan, coordinate, and control. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.
5. Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information.