

ADMINISTRATOR

Chapter 2A

ADMINISTRATOR

2A-1. Position created.

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2A-3. Powers and duties of Administrator.

2A-4. Modification of powers and duties.

2A-5 Appointment; probationary period.

(HISTORY: Adopted by Attica Village Board 1-21-88 as L.L. No. 1-1988. Amendments noted where applicable.)

2A-1 Position created.

The position of the Village Administrator shall be in the exempt class for civil service.

2A-2 Civil service classification .

The position of Village Administrator shall be in the exempt class for civil service.

2A-3 Powers and duties of Administrator.

The duties and responsibilities of the Village Administrator shall be as follows:

- A. With the approval and direction of the Mayor, to direct and coordinate the activities of the Public Works Department, Recreation Department, Police Department in accordance with policies of the Board. Department heads shall be responsible to and report directly to the Village Administrator.
- B. To attend meetings of the board, prepare agendas, keep the Mayor and Board fully informed on all matters of importance in the conduct of village business, take part in discussion of the Village Board and make recommendations to the Board for changes in policy and legislation for their consideration.
- C. As directed by the Village Board, to see that all inquiries and comments by village residents and Other interested persons are adequately taken care of and referred if necessary to the appropriate village officials for prompt investigation and response.

- D. To provide for appropriate village publicity through news items, notices and releases, maintain
Contact with other village organizations and their activities and coordinate to the extent necessary.
- E. To represent, or to direct and supervise, the representation of the Board in collective bargaining
Negotiations with employee representatives and to propose agreements to the Board, for final
Approval. To implement and enforce personnel policies, rules and regulations enacted by the Board, or prescribed by law or collective bargaining agreements.
- F. To investigate complaints and inquiries by the Mayor and Board concerning government
Operations and services and to report corrective actions taken, as well as proposals for any necessary legislation or policy action, to the Board. To make such other reports as the Board may require concerning the operations and services of the departments of village government.
- G. Subject to the approval and direction of the Mayor, to oversee the fulfillment of provisions of franchises, permits and privileges granted by the village and contracts to which it is a party and to recommend appropriate remedial action to the Board in the event that commitments are not fulfilled.
- H. To represent the village, with the approval of the Mayor and Village Board, in its relations with
The federal, state and county government and other municipalities.
- I. To keep the Village Board informed as to federal aid projects and state aid projects and any other
Aid programs for which the village may qualify.
- J. Subject to the approval and direction of the Mayor, to oversee the enforcement of the rules,
Regulations, ordinances, local laws and codes of the village so that they are administered efficiently and fairly.
- K. To conduct a continuing study of all functions and activities of the village and make
Recommendations to the Board to the Board as to measures or programs which he believes will improve the efficiency or economy of village government.
- L. To supervise the activities of the Village Treasurer.
- M. To see that the Board, in cooperation and conjunction with the Village Treasurer, is kept fully
Advised of the financial condition of the village.

- N. To prepare, in conjunction with the Treasurer and Village Board, the annual budget.
- O. To supervise the preparation of necessary documents required for obtaining bids on materials,
Equipment or capital projects, as authorized by the board.
- P. To maintain contacts with all village boards and commissions and provide any necessary
Coordination to ensure appropriate administration of policies and regulations.
- Q. To act as the building inspector for the Village of Attica reporting all findings to the Mayor and the
Village of Attica reporting all findings to the Mayor and the Village Board as seen fit by the above individual.
- R. To perform any other projects that are brought forth by the Mayor or the Board.

2A-4. Modification of powers and duties.

The Board of Trustees of the Village of Attica is hereby authorized to modify and/or expand the powers and duties of the Village Administrator that would not be inconsistent with other statutes or ordinances.

2A-5. Appointment probationary period.

The appointment of the Village Administrator shall be made by the Mayor and shall be subject to the approval of the Village Board of Trustees. The appointment shall be a permanent position with a probationary period of twenty-six (26) weeks from the date of appointment.