

VILLAGE OF ROCHESTER
JOB DESCRIPTION –
ASST. VILLAGE ADMINISTRATOR
REGULAR- FULL TIME SALARIED POSITION- 40+ hours per week

General Function: Under the general administrative direction of the Village Administrator, the Asst. Village Administrator performs a variety of complex and specialized professional administrative duties which require accuracy, proficiency, analytical skills, financial management skills, communication skills (both written and oral), confidentiality and independent judgment. This position functions as a member of the Village's management team; supervises professional staff and performs other duties as assigned including a primary administrative role in the in the major functional area of Planning and Zoning. Also serves in the role of the Village Administrator in their absence.

- Assists the Village Administrator in communicating ordinances, official plans, policies and procedures to elected officials, staff members, and the general public; and maintaining professional public relations with the community and outside agencies.
- Provides professional advice, research, guidance and assistance to the general public, applicants, developers, and their representatives in response to inquiries, proposals, and applications. Assists when appropriate; or directs the individual(s) to the proper department and/or government agencies for needed approvals and/or permits.
- Assists the Village Administrator with the preparation of meeting agendas and hearing notices in accordance with Wisconsin's Open Meeting Law and works with assigned staff to publish, post, send and/or deliver public notices for meetings and hearings.
- Conducts technical reviews, site inspections, prepares and presents written staff reports including graphic materials and technical advice to the Village Board, Planning Commission and Zoning Board of Appeals on assigned topics that require their approval including, but not limited to, village services, budget, policy research and development, special projects, special use permit applications, conditional use permit applications, development proposals, ordinance amendments, variances and appeals.
- Attends and facilitates public hearings and meetings of various boards, commissions, and other meetings as assigned. Effectively represents the Village at hearings, meetings, or consultations with government officials, landowners, consultants, developers, and other interested parties. Evening meetings are mandatory.
- Issues various permits and licenses when approval conditions are met and maintains accurate records of any such actions. Notifies applicants, in writing, if proposed actions are not compliant with village ordinances and assists with identifying alternative procedures, appeals, or any other administrative remedies that may be available to attain compliance.
- Assists with enforcement of village ordinances, including zoning violations, by active cooperation with appropriate agencies. This includes ordinance research and the preparation of notices which advise residents and/or land owners of violations and the necessary corrective measures. Keeps accurate records of all actions involving violations including dated photographs and/or other evidence. Testifies, as necessary, at public and judicial hearings.
- Assists in the preparation and planning of the Village's land use plans and amendments to its land use ordinances.
- Keeps up with and adapts to changes in state and local laws affecting village government and continually improves processes, including the development of and use of templates, checklists and instruction sheets, to provide for uniform and lawful application of village ordinances. This includes reading newsletters and publications; and attending workshops and seminars within the budget established for such purposes.
- Assists with Website Development and Maintenance and other Media platforms.
- Assists with the maintenance and updating of Village ordinances, zoning maps and land use maps.

- Performs other duties or assumes other responsibilities as apparent or assigned, including the functions of the Village Administrator in the absence of the Village Administrator.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of the organization and functions of municipal government.
- Basic understanding of the role village ordinances, zoning, and land use regulation play in maintaining quality of life for community residents.
- Must possess a deductive, logical thought system for reading and interpreting legal documents.
- Must possess a general knowledge of construction and construction terms as appropriate to development reviews.
- Must have the ability to work accurately with attention to detail.
- Ability to solve a wide range of intellectual and practical problems. Ability to comprehend non-verbal symbolism and abstract concepts.
- English skills (oral, written, and comprehension) sufficient to effectively communicate with all internal and external customers.
- Ability to organize and convey complex ideas and concepts in simple terms, verbally, in writing, and graphics.
- Ability to prepare comprehensive reports and records.
- Excellent interpersonal skills are necessary. Ability to establish and maintain an effective working relationship with the Village Board, various committee members, co-workers, consultants, other government agencies, contractors, builders, architects, developers, press, and the general public.
- Knowledge of standard office equipment; Microsoft WORD, Microsoft Excel, Microsoft PowerPoint or similar software; internet use, and familiarity with GIS/mapping applications.
- Ability to make arithmetic computations, compute ratios and percentages
- Ability to manage time effectively, manage multiple projects, and complete work within established deadlines.
- Ability to understand and effectively carry out verbal and written instructions.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor degree from an accredited college or university, ideally in public administration or planning, and two years administrative experience in municipal government; or any equivalent combination of education and experience.
- In evaluating candidates for this position, the Village of Rochester may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Hold a current, valid Wisconsin Driver's license and provide own transportation.
- Prior to hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. The background check must demonstrate the applicant's ability to respect and abide by local, state, and federal laws.
- This position requires attendance at approximately 2 – 3 evening meetings per month.

PHYSICAL REQUIREMENTS: The physical demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| | YES | NO |
|---|-----|----|
| Driving | ✓ | |
| Lifting (pounds) | 40 | |
| Carrying (pounds) | 40 | |
| Stooping, Bending | ✓ | |
| Kneeling, Squatting | ✓ | |
| Walking | ✓ | |
| Standing | ✓ | |
| Sitting | ✓ | |
| Climbing, Balancing (e.g., climbing and working from ladder) | | ✓ |
| Use of Hands to Finger, Handle, or Feel | ✓ | |
| Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs) | ✓ | |
| Eye-Hand Coordination | ✓ | |
| Close Vision (clear vision at 20 inches or less) | ✓ | |
| Distance Vision (clear vision at 20 feet or more) | ✓ | |
| Color Vision (ability to identify and distinguish colors) | ✓ | |
| Depth Perception (ability to judge distance spatial relationships) | ✓ | |
| Hearing | ✓ | |

WORK ENVIRONMENT: The environmental conditions marked below are common to this job:

| | YES | NO |
|--|-----|----|
| Outdoor Weather Conditions (occasional) | ✓ | |
| Wet, Humid Conditions (non-weather) | | ✓ |
| Work Near Moving Mechanical Parts | | ✓ |
| Work in High, Precarious Places | | ✓ |
| Fumes or Dust | | ✓ |
| Toxic or Caustic Chemicals | | ✓ |
| Extreme Heat (non-weather over 90° F.) | | ✓ |
| Low Noise (e.g., business office) | ✓ | |
| Moderate Noise (e.g., light motorized equipment such as lawn mowers) | | ✓ |
| Loud Noise (e.g., jackhammer, heavy motorized equipment) | | ✓ |

TOOLS AND EQUIPMENT USED:

Motor vehicle, phone, calculator, computer, printers, scanner, fax machine, copy machines, and a variety of office equipment.

Job Description approved by the Village Board on March 21, 2022.