VILLAGE OF CALUMET

POSITION DESCRIPTION

TITLE – Village Administrator

REPORTS TO: Calumet Village Council

**JOB SUMMARY:** Works with residents, non-resident property owners and business owners in the Village of Calumet in all matters pertaining to local government and its administration. Works with and reports to the Village Council and, as designated by the Council, with its committees, commissions and agencies. Works closely with the Public Works, Fire and Police Departments to insure the effective administration of Village services.

As the Village’s primary financial and administrative employee, this position is responsible for all accounting procedures including the maintenance of the general ledger, preparation of monthly and yearend financial statements, the annual budget, (including monitoring and reporting on performance against the budget), grant administration and local, state and federal agency financial reporting. This individual supervises one full time employee who is responsible for accounts receivable, accounts payable and payroll as well as two part time employees.

Administrative functions include the compilation and preparation of meeting agendas and the accompanying information for Council meetings, preparing and serving as the point-of-contact for all regulatory reporting to and/or questions from local, county, state and federal governments and agencies. This individual oversees the administration of the Village’s ordinances, service and administrative fees and other policies and procedures. Responds to all queries related to the Village regardless of the source of the question.

This position represents the Village to the public as well as to a variety of local, state and federal governments and agencies such as Keweenaw National Historical Park, Michigan State Housing Development Authority and Western Upper Peninsula Planning and Development Region.

This individual should be personable, flexible, organized and detail oriented

**KEY RESPONSIBILITIES:**

**VILLAGE COUNCIL:** Prepare agendas and supporting documentation for all Council meetings and, as requested, for Council Committee meetings. Post public notices of meetings. Keep Council members informed, as needed of developments in the Village. Respond to queries from Council members as requested.

**ACCOUNTING:** Maintain the general ledger, trial balances and transaction registers for all funds. Prepare monthly, quarterly and annual financial reports as required. Prepare and file all financial reports required by other governmental units or agencies. Supervise the Accounts Clerk and review their work. Provide all documentation required for the Village’s annual audit.

**BUDGET:** Prepare annual budgets, monitor actual results against budgeted amounts, and provide the Council with updates on actual expenses versus the budget.

**CASH FLOW:** Monitor cash balances and projected cash inflow and outflow to insure adequate funds are on hand to meet the Village’s financial obligations

**MDOT:** As required, prepare or review annual budget, prepare quarterly and annual reports as well as miscellaneous reports including fringe benefit rate report, equipment rental rate report and monthly salt/hauling reports. Communicate and/or meet with MDOT employees as needed.

**DOWNTOWN DEVELOPMENT AUTHORITY:** Administer the Tax Increment Financing (TIF) Plan including reports required by the Michigan Department of the Treasury and annual computation and capture of TIF funds from other governmental units.

**LEASES:** Monitor status and compliance with the terms of the Water System Lease and the Calumet Theatre Lease. Act as liaison between Michigan American Water Company and the Calumet Theatre Company personnel and the Village Council.

**EMPLOYEE INSURANCE:** Update and maintain employee records with the Village’s insurers including Blue Cross/Blue Shield and AFLAC. Prepare and submit on a timely basis all reports and surveys required by these insurers as well as for Workers Compensation, Life Insurance and Fire Department Disability Insurance. Maintain confidential employee information. Reimburse employees for prescription drug expense. Meet with insurer representatives as needed.

**LIABILITY INSURANCE:** Meet with risk management insurance representatives to evaluate adequacy of and/or changes to the Village’s insurance coverage. Update property records (equipment, buildings, real property, etc.) with insurers. File accident and incident reports with insurers. Meet with insurers concerning settlement of claims.

**LOAN FINANCING:** Maintain all loan documents, insure adherence to the terms of all financing agreements. Insure timely and accurate payments.

**VILLAGE ORDINANCES:** Respond to queries related to all Village ordinances. Research the need for and the addition or elimination of ordinances as the need arises. Administer the Sanitation, Zoning, Taxi, Peddler, Downtown Development Authority and Cable and Franchise ordinances.

**ZONING ADMINISTRATOR:** Oversee the implementation of the Village’s zoning and sign ordinances including review of requests, preparing all public notices as required by law, presentation of requests to the Village Council and Planning Commission and collection of fees.

**GRANTS:** Research grant availability from both private and public sources. Prepare grant applications when qualified. Administer compliance with the terms of the grant and account for all grant funds received. Prepare all required reports accurately and on a timely basis. Meet with and/or correspond with all funding sources, private or public.

**PERMITTING:** Issue Taxi and Peddler permits. Research and advise Village Boards and Committees regarding Conditional and Special Use permits, Rezoning, Signage and Zoning variances.

**CONTRACTS:** Administer and monitor adherence to all Union, Employee and Third Party contracts. Maintain job descriptions and conduct performance reviews in consultation with the Council.

**EMPLOYEE HEALTH/SAFETY:** Insure adherence to all safety regulations including the Right-To-Know-Law, maintain Material Safety Data Sheets and train employees on their use, maintain records of this training. Hold monthly Safety Meetings and maintain records of them. Meet and cooperated with representatives of the Michigan Occupational Safety and Health Administration.

**MISCELLANEOUS:** Perform other tasks as directed by the Village Council, respond to requests for information from all public or private entities as required, prepare and file other reports, as required, by other public or private entities. As required, attend meetings of the Village Council and its committees, The Downtown Development Authority, the Planning Commission and the Historic District Commission.

**QUALIFICATIONS SOUGHT:**

Bachelor’s Degree in Accounting or equivalent experience in accounting/bookkeeping

Prior experience in government/fund accounting

Excellent inter-personal and communication skills

Experience with Microsoft office products

Experience with Sage, Peachtree, QuickBooks or comparable accounting software