

Village of Summit  
Job Description

Job Title: Executive Director  
Department: Administration

**SUMMARY**

The Executive Director is the chief administrative officer of the Village. The Executive Director is hired by the President and Village Board and oversees the operation, programs and personnel of all Village departments. The Executive Director oversees the Village Department Heads and staff and ensures that the vision and plan of the President and Board of Trustees is executed and implemented. He or she will also manage and intervene as necessary to ensure proper functions of all departments including the Village Board agenda preparation.

This position is advertised as part-time for a total of 990 hours/year. Salary will be based on experience and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, directs and oversees Village operations, programs and services and ensures systems are in place to evaluate and promote quality, cost-effectiveness and responsiveness to the needs of the Village.
2. Serves as the primary and central liaison between the President and Board of Trustees. Will execute a streamlined communication plan to ensure that the Village President, Board of Trustees, and Department Heads continue to perform in accord
3. Advises and directs department heads in the vision/goals/policy direction of the Village Board.
4. Coordinate and supervise the activities of all the various departments, commissions, and boards of the Village.
5. Supervise the day-to-day activities of each department through the appropriate department head.
6. Assist the President and committee chairmen with the preparation of the agenda for meetings of the Village Board and committees.
7. Keep the President and the Board of Trustees informed of the fiscal condition of each of the Village's funds.
8. Act as Emergency purchasing agent for the Village within limitations and under conditions as established from time to time by Village President and Board of Trustees.
9. As directed by the Village President and Board of Trustees, the Executive Director will employ and when necessary, suspend or remove all employees other than department heads and officers appointed by the President. S/he will ensure that all employment actions are reviewed by proper legal authority.
10. Attend and participate in all meetings of the President and Board of Trustees, unless excused from attending.
11. Effectively and efficiently administer the policies adopted by President and Board of Trustees.
12. Recommend various courses of action to the President and Board of Trustees, along with possibly alternatives.

13. Enforce, or oversee the enforcement of the Village Code of the Village of Summit.
14. Perform such other tasks as may be required by the President and the Board of Trustees.
15. Oversee in the ordinary course of business all purchases of materials and supplies necessary for the Village as provided for in the annual appropriations ordinance, provided, that on purchases of more than \$10,000, he shall first procure the approval of the Trustees before making such purchases, and in all cases he/she shall comply with the statutory provisions as to solicitations of bids.
16. Whenever, in the judgment of the Executive Director, exigency shall require the making of any purchase for a price in excess of \$10,000, but less than \$20,000, prior to the next regular meeting of the Trustees, the Executive Director, with the written approval of the President, may make such purchases without waiting for formal approval of the specific purchase by the Board as a whole; provided that such purchase shall not violate any relevant statutory requirement as to solicitation of bids.
17. Ensures effective management and utilization of Village assets; recommends upgrades.
18. Develops and maintains a positive, productive working environment.
19. Manages and oversees grants
20. Resident and Community Liaison-reaching out to address and communicate with the residents and business in the community.
21. Represents the Board in collective bargaining matters along with the respective Committee Chairperson; negotiates agreements with the assistance of the labor attorney.
22. Works with various attorneys and engineers and other professional services as needed to define specific Village issues.
23. Design and develop a quarterly Village newsletter
24. Oversee and manage the content of the Village's website and social media outreach.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises all Village staff directly or through supervisors. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Also requires necessary reporting to identify performance issues and necessary action plans to provide additional training to ensure accurately trained and capable delivery personnel.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bachelor's Degree in related field of study highly preferred by not required if requisite skill and experience is demonstrated.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and will be performed in mostly an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.