



*Now Recruiting:*

## *Village Administrator, Village of Twin Lakes, WI*

### [Village Overview](#)

The Village of Twin Lakes, population 6,050, located in Kenosha County, Wisconsin, is recruiting for a new Village Administrator. The Village prides itself on “being close to everything, but away from it all”. While just over an hour from Milwaukee, Madison and Chicago, our community offers two beautiful lakes and year-round recreational opportunities for all to enjoy. The Village Board consists of the Village President and six Village Trustees, all elected at-large. The Village Board establishes Village ordinances and sets the vision and goals for the community. The appointed Village Administrator is responsible for oversight of the day-to-day operations of most Village departments. Village departments consist of Administration, Public Works, Sewer, and Public Safety (Police and Dispatch).

### [Candidate Qualification Criteria](#)

The Village is seeking a collaborative, strategic-thinking professional with strong leadership and financial skills as well as TIF experience. Experience working with a lake community preferred. The Village has 29 full-time employees, 10+ part-time employees, with an approximate \$5.5 million general fund expenditure and approximate \$7.5 million all funds expenditures (including TIF).

Candidates must have a minimum of a Bachelor’s Degree in Public Administration, Business Management or a related field. A Master’s Degree in Public or Business Administration is preferred. Five years of increasingly responsible municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Candidates must possess proven managerial, interpersonal, and leadership skills to direct a Village team.

### [Compensation and Benefits](#)

Starting salary will be dependent on qualifications. Anticipated salary range is \$75,000-95,000. The Village Board is willing to negotiate a (4) 10-hour workday schedule if desired by the chosen candidate. The excellent benefit package offered for this position includes:

- Participation in Wisconsin Retirement System
- Health/Vision/Dental Insurance Coverage (\$200/\$400 deductible, \$1,000/\$2,000 max out of pocket, \$120/\$240 annual employee contribution)



- Life, Short and Long Term Disability Coverage
- Flex Spending Plan with Employer Contribution

### Personal Attributes

- Relates well to people, willing to be part of the community, a good listener and works well with staff.
- Must have knowledge of Village services and procedures, knowledge of Village Administrator's responsibilities as governed by the Village of Twin Lakes resolutions/ordinances and the State of Wisconsin.
- Must have highly developed ability to organize and prioritize the needs of the community.
- Must set exemplary standards of profession and courteous conduct. Must be able to provide leadership while working toward consensus.
- Must be accurate and detail oriented and be able to assume responsibility and work with a high level of independence.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, and accuracy. Must be able to instill this in others.
- Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

### How to Apply

Candidates should apply with a Village of Twin Lakes Employment Application, resume, cover letter, salary history, and three (3) work-related references. Position open until filled. Deadline for first round of review is September 20, 2019. Employment application can be found on the Village's website, [www.villageoftwinlakes.net](http://www.villageoftwinlakes.net). Email submissions should be sent to [frederick@twinlakeswi.net](mailto:frederick@twinlakeswi.net). Mail submissions should be sent to Village of Twin Lakes, Attn: Jennifer Frederick, 108 E Main Street, Twin Lakes, WI 53181.



## Chapter 2.22

### VILLAGE ADMINISTRATOR

#### Sections:

- 2.22.010 Office of the Village Administrator.**
- 2.22.020 Appointment, Term of Office and Removal.**
- 2.22.030 Residency and Probation.**
- 2.22.040 Functions and Duties of The Administrator.**
- 2.22.050 Cooperation.**
- 2.22.060 Outside Employment.**
- 2.22.070 Conflict of Interest.**

#### **2.22.010 Office Of The Village Administrator.**

In order to provide the Village of Twin Lakes with a more efficient, effective and responsible government at a time when Village government is becoming increasingly complex, there is created the office of Village Administrator for the Village of Twin Lakes (hereinafter referred to as "Administrator"). (Ord. 98-8-1).

#### **2.22.020 Appointment, Term Of Office And Removal.**

The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Board. For the purposes of appointing or terminating the Administrator, the Board President and each Board Member shall cast one (1) vote. The Administrator shall hold office for an indefinite term subject to removal at any time by a two-thirds (2/3) vote of the Board. This Section, however, shall not preclude the Board from establishing other employment terms and conditions not inconsistent with the provisions of this Ordinance or the Municipal Code of the Village of Twin Lakes. (Ord. 98-8-1 part)).

#### **2.22.030 Residency And Probation.**

Upon hiring the Administrator shall serve an initial six (6) month probationary period of employment. Subsequent to the initial six (6) month probationary period, become a resident of Kenosha, Racine or Walworth County within six (6) months. (Ord. 98-8-1 (part)).



#### **2.22.040 Functions And Duties Of The Administrator.**

The Administrator, subject to the limitations defined in Resolutions and Ordinances of the Village of Twin Lakes and Wisconsin State Statutes, shall be the Chief Administrative Officer of the Village, responsible only to the Board President and the Board for the proper administration of the business affairs of the Village, pursuant to the statutes of the State of Wisconsin, the Ordinances of the Village of Twin Lakes, and the Resolutions and directives of the Board, with power and duties as follows:

- A. General Duties.
  1. Carry out directives of the Board President and Board which require administrative implementation, reporting promptly to the Board President and Board any difficulties encountered herein;
  2. Be responsible for and oversee and monitor the day-to-day administration and coordination of all departments, operations and business affairs of Village of Twin Lakes government;
  3. Serve as ex-officio nonvoting member of all Boards, Commissions and Committees of the Village, except as specified by the Board or Wisconsin State Statutes;
  4. Keep informed concerning current Federal, State and County legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Board;
  5. Keep current in the latest and best methods being practiced in the field of public administration and keeping up to date on all relevant legislation that occurs at other levels of government that might impact the Village;
  6. Prepare a plan of administration, including an organizational chart, which defines authority and responsibility for all nonstatutory positions of the Village, and submit it to the Village Board for adoption as the official organization and administrative procedure plan for the Village;
  7. Represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Board President and Board;
  8. Act as public information officer for the Village with the responsibility of assuring that the news media are kept informed about the operations of the Village and that all open meeting Rules and Regulations are followed;
  9. Be responsive to citizen complaints and to establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official,



and to assure that all such matters are expeditiously resolved. In this connection, the Administrator shall further see that all services are maintained by the public utilities in the Village and that all franchises, permits and privileges granted by the Village are faithfully observed;

10. Promote the economic well-being and growth of the Village through public and private sector cooperation while acting as public relations officer and government affairs officer, serving as a liaison to the business community;

11. Keep a current inventory of all real and personal property owned by the Village, and its location. Be responsible for the care and custody of all property, including equipment, buildings, parks and other Village properties and recommend corrective action for any lost or damaged property.

12. To prepare for the Village Clerk at the Village Clerk's request, all notices, ballots and election supplies necessary in connection with all municipally held elections;

13. Coordinate the development of a comprehensive community planning program and economic development plan, while also serving as the director of community development with direct responsibilities for the coordination of planning and economic development and supervisory responsibilities for building inspection, zoning enforcement, assessment and new development, including developer's agreements;

14. Act as business and office manager for the Village under the direction of the President and Board of Trustees and in cooperation with the Village Clerk and Treasurer and shall, before all expenditures are presented to the President and Board of Trustees for approval, certify as to the correctness of all bills and account and to such other things, as from time to time directed, to assist in the control of all expenditures made by the Village; to supervise the keeping of all necessary records and books of account of the Village that are not under the supervision of the Clerk or Treasurer, either by state statute or Village Ordinance;

15. Perform such other duties as may be required by the President and the Board of Trustees not inconsistent with the statutes of the State of Wisconsin and the Ordinances of the Village. Such other duties include, but are not limited to, lake issues, municipal planning, and management of safety and loss control programs.

B. Responsibilities to the Village Board.

1. Devote at least forty (40) hours per week during usual business hours to discharge official duties, plus attendance at all regular, committee, special and miscellaneous meetings, unless so excused by the Board of Trustees, and to assist the Board President and the Board as required in the performance of their duties. The Administrator may participate in the discussion and deliberations thereof, but without a vote;



2. In coordination with the Board President, the Board, and the Clerk, ensure that appropriate agendas are prepared for all meetings of the Board, all Board Committees, and all other appropriate Committees and Commissions of the Village, together with such supporting material as may be required; with nothing herein being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Board, or any of its Committees and Commissions;

3. Assist in the preparation of Ordinances and Resolutions as requested by the Board President or the Board, or as needed;

4. Keep the Board President and Board regularly informed about the activities of the Administrator's Office by oral or written report at regular and special meetings of the Board;

5. In the event that action normally requiring Board approval is necessary at a time when the Board cannot meet, the Administrator shall receive directives from the Board President;

6. Make special reports or recommendations to the President and Board of Trustees, or the appropriate committees thereof, as may be deemed advisable or as the President and Board of Trustees may request;

7. Prepare reports and recommendations for the President, the Trustees and advisory boards and commissions on operational or policy matters before them, and on any other actions necessary to improve the overall health, safety and welfare of the Village of Twin Lakes;

C. Personnel.

1. Be responsible for the administrative direction and coordination of all employees of the Village according to the established organization procedures;

2. Recommend to the Board the appointment, promotion, and when necessary for the good of the Village, the suspension or termination of department heads and to recommend to the President and Board of Trustees the creating, consolidating and combining of offices, positions, departments or units of the administrative and executive department of the Village;

3. In consultation with the appropriate department head, be responsible for the appointment, promotion and when necessary for the good of the Village, the suspension or termination of employees below the department head level;

4. All department heads are to report to and cooperate with the Administrator, as Chief Administrative Officer of the Village;

5. Serve as human resource officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all Village employees are



kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for Village employees not covered by collective bargaining agreements; develop and enforce high standards of performance by Village employees; assure that Village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances, and serve as the Village liaison relative to issues involving insurance and other employment benefits for Village employees;

6. Assist in labor contract negotiations and collective bargaining issues;

7. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds are available or budgeted for these activities;

8. Render to the several departments and offices of the Village, with such departments and offices also rendering to the Administrator, all such assistance as is possible in the performance of their respective duties,

and all officers and employees of the Village shall furnish and disclose to the Village Administrator such oral or written information and material relating to the affairs of the Village as requested;

9. Evaluate the performance of department heads and equivalent personnel, and in conjunction with department heads, the performance of all employees on an annual basis;

D. Budgeting, Financial Reporting and Purchasing.

1. Be responsible for the coordination and preparation of a timely annual Village budget, in accordance with guidelines as may be provided by the Village Board and in coordination with department heads, and pursuant to state statutes, for review and approval by the Board President and the Board and to provide direction and guidance as needed;

2. To assist the Treasurer in preparing the tax levy and annual budget in the form and within the time required by law, and to submit such budget to the President and Board of Trustees together with the Administrator's opinion and recommendations covering their important features; and, upon the adoption of such budget, to administer the same. To the end that all financial matters of the Village are coordinated, the Village Treasurer is hereby directed to cooperate with the Village Administrator and to assist in the preparation of the Administrator's duties;

3. To render or cause to be rendered a quarterly report to the President and Board of Trustees covering the work of each department along with quarterly statements showing the exact financial condition of the Village, including the statement of current assets and liabilities, and a



summarized statement of receipts and expenditures. At the end of six (6) months, nine (9) months and twelve (12) months, prepare and present to the president and Board of Trustees, a written report summarizing the work performed during the preceding calendar year, with all written reports as necessary furnished to the Village Board upon request regarding the current fiscal position of the Village;

4. Supervise the accounting system of the Village and insure that the system employs methods in accordance with current professional accounting practices;

5. Serve as the purchasing agent for the Village, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures and policies established by the board and any limitation contained in the Wisconsin State Statutes;

6. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the board in obtaining these funds under the direction of the Board President and the Board;

7. Awareness of grant availability and application for grant monies whenever appropriate;

8. Perform the duties of comptroller as set forth in Wis. Stat., 62.09(10); report regularly to the President and Trustees on the current financial condition and future needs of the Village; research the availability of alternative sources of funding for local programs and advise the Board of methods of procuring such funds;

E. Ordinance, Resolutions, Procedures and Policies.

1. Be familiar with, monitor and uphold Village of Twin Lakes Ordinances, Resolutions, Policies and Procedures and their proper implementation;

2. Establish when necessary administrative procedures and policies to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with the directives of the Board President and Board; and to implement such policies and procedures;

3. To make recommendations to the President and Board of Trustees, or the appropriate committee thereof, relative to the adoption of such Ordinances and Resolutions as may be deemed necessary or expedient by the Administrator;

4. Ensure that all employees are in proper compliance with Village of Twin Lakes Ordinances and Procedures and Policies, which includes staff training;

5. Continually evaluate and codify all existing policies, procedures and Ordinances;





6. Assist in the preparation of Ordinances, Resolutions and policies as requested by the Board President and/or the Board, or as needed; and to implement these items. (Ord. 98-8-1(part)), (Ord. 14-11-2 (part)).

**2.22.050 Cooperation.**

All officials and employees of the Village shall cooperate with and assist the Administrator so that the Village government shall function effectively and efficiently. (Ord. 98-8-1 (part)).

**2.22.060 Outside Employment.**

The Administrator shall hold no other employment for compensation without first obtaining consent and approval of the Village Board. (Ord. 98-8-1 (part)).

**2.22.070 Conflict Of Interest.**

The Administrator shall not be interested directly or indirectly in any contract, work or purchase of any property belonging to the Village, or of any real property lying within the Village which is sold for delinquent taxes or special assessments, or sold by virtue of any legal process at the suit of the Village. (Ord. 98-8-1 (part)).



**VILLAGE OF TWIN LAKES' ORGANIZATIONAL CHART:**

