

Administrator/Planner – Responsible for a variety of Administrative and Planning tasks at both strategic and operational levels on behalf of the Town of Verona Town Board. This includes, but is not limited to:

Communications

- Communicate Board directives to staff. Ensure productive communication between staff members.
- Represent Town policies to the public and media.
- Work closely with people at Town, City, County and State agencies by responding verbally and in written form to requests and provide information from files and records.
- Coordinate with the Town Chair and Clerk/Treasurer on the development and posting of Town Board agendas.

Administration

- Ensure productive, efficient daily operations.
- Keep clear and concise records.
- Interpret and apply ordinances, rules and regulations.
- Supervise the staff including work plan development and evaluation. Administer correctional guidance, and termination with just cause, if needed.
- Coordinate actions with the Town's lawyer, auditor, and engineering contractor as necessary.

Strategic Planning

- Work with the Town Board to create and implement strategies that further the Town Vision
- Plan for future opportunities and challenges for the Town of Verona as they relate to staffing, budget, emergency services, and public works operations.
- Develop and coordinate actions with surrounding municipalities.
- Pursue, draft, and maintain agreements for emergency services (fire and EMS), senior services, trash and recycling pick up, assessment services, and engineering or other services.

Budget/Financial

- At the direction of the Town Board, develop an annual budget for adoption by the Board.
- Track budget to actual income and expenditures and propose budget amendments as needed.
- Review payments prepared by the Clerk/Treasurer.
- Process payroll, insurance, and retirement payments.
- Coordinate the annual audit.

Land Use/Planning

- Maintain the Town's Comprehensive Land Use Plan and revise as necessary.
- Support the Plan Commission and process land use applications.
- Develop and coordinate actions with surrounding municipalities in support of the Town's land use plans.
- Pursue and maintain boundary agreements with adjacent jurisdictions.
- Answer general land use inquiries.

Training/experience required

- Bachelor's Degree in Public Administration, Land Use Planning, or other related field, plus 5 or more years of experience working in administration/management. Supervisory experience required. Experience may be considered in lieu of a degree.

Preferred training/experience

- Additional specialized training experience in land use planning.
- An understanding of road construction and capital project planning.
- Understanding of elections, taxation, and other Clerk/Treasurer related duties.

Physical requirements:

- Ability to function in an office environment.
- Ability to conduct site visits in a variety of weather conditions.

Adaptability:

- Ability to work as part of a team with respect and open communication with other employees.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise, and manage.
- Ability to react to change productively and to handle other tasks as assigned.

Hours and salary:

Normal work hours are 8:00 a.m. to 4:00 p.m. Monday thru Friday. Flexibility is provided to cover regularly required evening meetings.

This is a salaried position. The rate of pay is established through a contract with the Town Board.

Paid holidays, vacation time, and other benefits are provided as outlined in the Town of Verona Personnel Manual.*

Town Board Approval: _____

Employee Signature: _____

Supervisor Signature: _____

Date: _____

****All job descriptions are subject to potential change when periodic edits are made to the personnel manual.***