

**DEPARTMENT:** VILLAGE OF MIDDLEPORT  
**CLASSIFICATION:** EXEMPT APPROVED BY NYSCSC 09/09/2008  
**APPROVED:** NOVEMBER 17, 2006

### VILLAGE COORDINATOR

**Distinguishing Features of the Class:** This is an administrative position responsible for providing overall direction, coordination and control of the day-to-day activities and operations of village departments with the exception of the Office of Village Clerk – Treasurer and Police Department. An employee in this class is responsible for providing centralized direction and control of village employees, overseeing the enforcement of rules, regulations, ordinances, local laws and codes, and ensuring that such are administered efficiently and fairly. The incumbent coordinates management planning, capital projects, implementation of administrative policies and emergency preparedness and response activities within the Village. Work is performed under the approval and direction of the Mayor and in accordance with the policies of the Board of Trustees. Supervision is exercised over a number of employees. Does related work as required.

#### **Typical Work Activities:**

1. Acts as direct liaison between the Mayor and all departments with the exception of the Office of Village Clerk – Treasurer and Police Department;
2. Oversees, assists and coordinates the work of all village employees and departments under his/her jurisdiction;
3. Supervises and evaluates all village employees under his/her jurisdiction to ensure that work product and effort are consistent with their job duties;
4. Ensures that employees receive training and that all certificates, registrations, and licenses for the Village are current with statutes and regulations;
5. Submits recommendations for hire, suspension, or dismissal to the Mayor consistent with state statutes, civil service requirements, the Village Code, and personnel policies;
6. Analyzes the annual Village budget and assists the Village Clerk – Treasurer in preparing the preliminary budget for the Village Board's review;
7. Supervises and coordinates the purchasing and use of all materials, supplies and equipment and oversees that all procurement policies are in compliance with state statutes and regulations;
8. Develops a five-year capital project plan for the Village;
9. Coordinates all emergency preparedness activities for the Village, working in conjunction with the County's Emergency Services Department, federal, state, county and local agencies, and local fire companies, and serves as liaison between the Village Board and the local volunteer fire companies;
10. Researches, identifies, and develops potential grant opportunities; prepares grant applications; and monitors grant-funding expenditures and related programs;
11. Serves as liaison between the Village Board and the media, constituents, employees, businesses, state, federal, county, local governmental agencies, or to interested public or private organizations;
12. Attends appropriate meetings of other governmental, public, or private entities, and representing village interests and attends all pertinent Village Board meetings to provide information relative to the agenda items, advise and execute policy;
13. Coordinates the Village recreation programs and attends recreation meetings;
14. Ensures expeditious responses to inquiries by village residents or other interested persons concerning village government, operation and services;
15. Performs and discharges such other duties and responsibilities as may, from time to time, be assigned by the Mayor and/or Trustees.

**CONTINUED**

## **VILLAGE COORDINATOR CONTINUED**

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics:**

Thorough knowledge of the principles, practices, and organization of municipal government administration; good knowledge of procedures used in management and financial analysis; good knowledge of the techniques used in budgeting and procurement; good knowledge of the principles and practices of supervision; working knowledge of capital works operations, including highways, snow removal, water and sewer functions, and waste disposal; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to work effectively with all staff levels, public officials and the public; resourcefulness; initiative; honesty; integrity; sound judgment; tact and courtesy; physical condition commensurate with the demands of the position.

### **Suggested Qualifications:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; **or**

Graduation from high school or possession of an equivalency diploma **and** five (5) years of full-time paid supervisory experience.