

NOTICE OF VILLAGE BOARD MEETING

DATE: Thursday, March 18, 2021
TIME: 6:00pm
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held at 6:00pm on Thursday, March 18, 2021 at the Harrison Municipal Building. This is a public meeting and the agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
5. Public Comments
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Corrections and Approval of the Previous Meetings Minutes
7. Appointments
8. Unfinished Business from Previous Meetings for Consideration or Action
 - a) None
9. New Business for Consideration or Action
 - a) GovHR USA Job Description for Village Manager
10. Future Agenda Items
11. Closed Session

Pursuant to Wis. Stats. §19.85(1)(c), the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

12. Adjournment

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Agenda posted on 03/16/2021 at www.harrison-wi.org and Municipal Building lobby

Village of Harrison

Position Title: Village Manager

Reports To: Village Board

Purpose of Position

To oversee all Village functions, implement Village Board policies, administer Village services, and coordinate Village functions and operations with other agencies and units of government. Work is performed under the direction of the Village Board.

Essential Duties and Responsibilities

Direct, organize and supervise Village Departments and Department Heads for the efficient and for the most cost-effective municipal services to the public.

Develop, administer and review personnel policies.

Hiring, suspending or removing employees, as set forth in the personnel policy manual.

Negotiate and secure contracts for services and personnel benefits.

Consolidation, combination, or reorganization of the positions, divisions, or units of departments under his jurisdiction consistently with other ordinances of the Village.

Authorization to purchase all materials, supplies, and equipment for which funds have been provided in the budget.

Routinely attend all official meetings of the Board of Trustees and such other meetings as the Board requires and attend and participate in committee meetings, meetings of task forces, workshops, and meetings of the Boards and Commissions. Makes recommendations as appropriate.

Investigation of all complaints regarding administration, operation and activities.

Review and update Village ordinances and enforcement procedures.

Update and create resolutions as needed.

Develop SOP's (Standard Operation Procedures) and work instructions pertaining to all Village activities.

IT Development and Maintenance.

Keeping the Village Board informed on matters of policy and legislation that relate to Board responsibility.

Preparation of the annual budget, monitor expenditures and provide regular updates.

Research and prepare grant applications for Village programs and projects.

Preparation and presentation to the corporate authorities' financial statements which shall show, according to accepted accounting practices, the financial state of the Village.

Develop short-term and long-range plans and management strategies with Board for Village needs.

Responsible for Water and Sewer Utility creating strategy for capital improvements, rate structure, and operations.

Responsible for planning, implementation of Storm Water Rules and Regulations.

Managing and over-site of Public Works and Operations.

Issuance on behalf of the Board all licenses and permits not otherwise provided by ordinance or statute (many of these duties are already done by the clerk),

Performance of other duties as may be required by the Board consistent with the ordinances and statutes of the state of Wisconsin.

Managing all public improvements within the Village.

Obtain and review proposals and service contracts.

Produces requests for Proposal for securing professional consulting services.

Preparation of all agendas for Board meetings, with the advice of Village Board and staff.

Review of all meeting minutes and packet material.

Responsible for all citizen complaints - investigates and provides recommendations.

Participate in local, regional, and State organizations geared toward professional development and technique. Staying current on concise and efficient methods.

Any other duties as required.

Minimum Education, Experience and Training

Bachelor's Degree in political science, business administration, public administration, or related field. An MPA is preferred.

Five (5) or more years of management experience at a senior or executive level in local government.

Strong financial and budgeting skills; with an emphasis on development, debt financing and Tax Increment Districts.

Excellent written and verbal communication skills and be capable of making effective public presentations, including extensive personal or written responses to public concerns and suggestions as well as being a good "listener."

A strong background in managing capital projects.

Physical and Mental Abilities Required to Perform Essential Job Functions –

Language Ability and Interpersonal Communication

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles.

Ability to analyze and categorize data and information to determine consequences and identify and select alternatives.

Ability to decide the time, place, and sequence of operations within an organization framework, as well as the ability to oversee their execution.

Ability to provide formal instruction in a structured setting.

Ability to manage and direct a group of workers, including the ability to counsel and provide mediation.

Ability to inspire, persuade, convince, and train others for positive results.

Ability to advise and interpret policies, procedures, and standards for application to specific situations.

Ability to utilize a variety of advisory data and information such as budget reports, vouchers, invoices, zoning amendments, site plans, maps, subdivision plats, job applications, contracts, ordinances, resolutions, requests for proposals, municipal code, Wisconsin Administrative Code, statues, employee policy manual, legal documents, attorney opinions, and non-routine correspondence.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.

Ability to interpret basic descriptive statistical reports.

Familiar with standard business accounting and communication programs such as Microsoft Excel and Word or the equivalent.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning to performing synthesis and influence functions such as leading, controlling, managing, supervising, and teaching.

Ability to exercise the judgment, decisiveness, and creativity required in critical or unexpected situations involving moderate risk to organization.

Physical Requirements

Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as telephone, calculator, and computer.

Ability to recognize and identify individual characteristics of colors, sounds, and shapes associated with job-related objects, material, and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation and deadline pressures may cause discomfort and poses a limited risk of injury.

Ability to recognize any unsafe practices and immediately direct corrective actions.

This position description is intended to describe the general content of requirements for the performance of this position. It is not intended as an exhaustive statement of duties, responsibilities or requirements.