

7/20/92

**JOB DESCRIPTION RESOLUTION**

On July 20th, 1992 the Board of Trustees of the Village of Oconomowoc Lake passed the following resolutions creating job descriptions for the Chief of Police and the Village Administrator.

*Cheryl Wierdema*

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Village Clerk

**OBJECTIVE:** to ensure the effective and efficient operation of the Police Department in performing its duties by:

1. Staffing and managing the Department.
2. Being the liaison between the Village President and the officers.
3. Being responsive and responsible to the Village residents and the officers.

**AUTHORITY AND RESPONSIBILITIES:** to manage and maintain the Village Police Department by:

1. Hiring and dismissing all full-time Officers with the Village Boards's approval, subject to any applicable State Statute and/or collective bargaining agreement.
2. Training and disciplining all Officers.
3. Planning, assigning, managing, directing, communicating, and scheduling all police functions including daily police performance and police activities.
4. Creating, changing, and enforcing Department policy, rules and regulations (not covered by law). Notify president of any policy changes.
5. Preparing all necessary reports for the Department.
6. Preparing, following and supporting an annually approved budget. Reporting any problems or exceptions as soon as they occur to the President.
7. Handling all officer and citizen written complaints and notifying the Village President of the resolutions in writing.
8. Implementing policy, changes or directives of the Village Board.

**REPORTS TO:** the Village President who is responsible to the Village Board.

**EXPECTATIONS:** to run a smooth Department by:

1. Having a positive public attitude about the Village and the officers.
2. Maintaining, as much as possible, high morale in the Department.
3. Alerting the Village President of any potential problems before they occur or as soon as possible.
4. Keeping informed on police technology.
5. Looking for ways to reduce costs and improve efficiency.
6. Strive to maintain high department visibility in the Village.

**JOB DESCRIPTION FOR VILLAGE ADMINISTRATOR**

**OBJECTIVE:** to ensure a smooth, efficiently running Village government by:

1. Staffing and managing all Village positions except for the Police Department.
2. Managing all Village services and functions.
3. Being responsive to Village residents and officials.

**AUTHORITY AND RESPONSIBILITIES:** to control, manage and coordinate all Village business affairs, except when directed not to by the Village President, by:

1. Hiring, training, disciplining, and dismissing all Village employees except Police Officers. The Village Board's approval is needed for hiring or dismissing the Village Clerk.
2. Preparing, following and supporting an annually approved budget. Reporting any problems or exceptions as soon as they occur to the President.
  - a. Making budgeted purchases except for capital items.
  - b. Keeping up-to-date on contracts.
  - c. Overseeing outside services and expenses.
3. Implementing the most cost effective methods for carrying on the Village's business affairs.
4. Being the liaison between the Village officials, committees and all outside people and services.
5. Implementing policy, changes or directives of the Village Board.
6. Handling of questions, complaints or suggestions from Village residents.

**REPORTS TO:** the Village President who is responsible to the Village Board.

**EXPECTATIONS:** to run a smooth Village by:

1. Having a positive public attitude about the Village, the Village officials and the Village residents.
2. Looking for ways to reduce costs and improve efficiency.
3. To attend Village Board and committee meetings when asked to.
4. Alerting the Village President of any potential problems before they occur or as soon as possible.