

Municipal Administrative Structure

- Consolidation of the directors of Public Service and Public Safety into a Municipal Administrator
 - Serves as the village's chief administrative officer
 - Appointed based upon education and experience related to municipal government operations
 - Provides daily, onsite supervision of staff; both appointed and contracted
 - Manages the village's contracts and vendors, including bidding processes and request for proposals
 - Maintains accessibility to staff, elected officials and the constituents of Saint Bernard
 - Acts as the village's director of economic development, establishing relationships with regional partners
 - Analyzes and implements economic incentives in an effort to retain and enhance existing businesses while recruiting new businesses
 - Oversees and manages the villages human resources functions, including collective bargaining negotiations
 - Recruits, hires, supervises, evaluates, and disciplines all village staff
 - Prepares the council agenda in conjunction with the village clerk
- Consolidation of the elected Auditor and Treasurer positions into an appointed Finance Director
 - To serve as the chief financial officer of the village
 - To serve as the income tax commissioner with oversight of income tax collections and the income tax administrator
 - Assists with the preparation and management of the budget and capital programs
 - Manages the villages payables, receivables, and accounting systems
 - Serves as the village's liaison with auditors
 - Accountability to elected officials through the appointed administration
- Transition of the elected Law Director into an appointed Law Director with a background in municipal law
 - Provides versatility and flexibility
 - Access to municipal law specialist
 - Access to legal specialties such as labor, real estate and development
 - Accountability to elected officials through the appointed administration