

CANDIDATE PROFILE

The Village of Cadiz is a statutory Mayor-Council form of government, with a population of 3,309. Cadiz is the county seat for Harrison County, Ohio, located in the center of Ohio's Utica Shale region. The position is appointed by the Mayor with Council approval. The Mayor and Council establish policies and goals.

The Village Administrator oversees the Water, Sewer, Street and Parks Departments, and works closely with the Police Chief, Clerk-Treasurer and Law Director. The administrator prepares the annual budget, working closely with the Clerk-Treasurer, and administers the human resources, planning and zoning functions, economic development, day-to-day operations and administrative matters. There are 24 fulltime employees and three part-time employees. Six of the fulltime employees and 2 of the part-time employees are in the Police Department. In the summer months, there are usually 8 to 10 seasonal employees.

PROCESS

In January 2016, the Village hired a part-time administrator for a two-year period. This past January Mayor Zitko appointed a Council search committee, comprised of three council members to lead a search committee. The Mayor and Council are seeking an innovative, dynamic professional to serve as it's first full-time administrator.

Application deadline is July 1, 2017. The Search Committee will be starting the selection process, including candidate notification for telephone interviews during the week of July 10. Telephone interviews will be conducted the week of July 17. During the week of August 7, the Mayor and Council will be conducting personal interviews with the top five candidates. It is the goal of the Mayor and Council to make a final selection by August 15, and finalize an employment agreement during the first week of September. There may be a transition period where the existing part-time administrator will be available to work with the new administrator through the remainder of the year.

CURRENT SIGNIFICANT PROJECTS

North Collection System High Priority Project. The Village of Cadiz is presently under Findings and Orders with the Ohio EPA. This project is a \$800,000 sanitary sewer replacement/relining project. The object is to remove significant contributors of inflow/infiltration into the sanitary sewer system. This project is slated to be complete by the end of 2017. The OWDA is funding this project via a loan.

South/Center Collection System High Priority Project. Like the above project, the South/Center project is considerably larger. The area is currently slated to be televised this spring and summer. The tentative cost for this project is \$8 million. E.L. Robinson is preparing financing applications to the OWDA and USDA-RD. The project is slated to be completed in later 2018.

Wastewater Treatment Plant. The existing WWTP was built in 1938 and the last update was done in the late 1990's. As part of the Findings and Orders, a new plant is required. Presently, planning for the project is slated to begin at the conclusion of the South/Center project. The Village is committed to this project with the new plant being in operation in 2020. The estimated cost for the plant is \$12-15 million.

Water Main Replacement. The Village has replaced two water mains this year (South Buffalo Street and Webb Avenue), and will conclude a third this summer (Maplewood Avenue). E.L. Robinson is in the process of applying to OWDA for \$1.3 million for the replacement of 8 water mains in 2018.

Natural Gas Powered Electric Plant. The Village is also working with the Harrison County Economic Development office to attract a 1,000 megawatt natural gas powered electric plant. Discussions have been ongoing with the plant developer. The Village will be a primary source of water for the plant to operate.

Uptown Revitalization. The Village of Cadiz Community Improvement Corporation is leading an effort to revitalize the uptown area. A million dollar property acquisition, asbestos abatement and building demolition have recently been completed. There are a number of scenarios being discussed for the use of the now vacant property. The Village Administrator will be a key member of the development team and will have an important role in identifying programs and grants to bring the project to reality.

Property Maintenance Inspection. The Council passed the International Property Maintenance Code in 2014 and is concerned with the condition of neighborhoods and housing stock. The Village Administrator is responsible for the administration of the property maintenance code and will work closely with the Law Director in the prosecution of the code.

Water System Study. The Village drinking water source is Tappan Lake. A 12” water main carries water to the Water Treatment Plant. Presently, RCAP is performing a rate analysis and analysis of the plant; E. L. Robinson is conducting an analysis of the water plant and distribution system. Recently the US EPA and Ohio EPA assisted with a study analyzing plant optimization. The Village has also concluded a Cyanotoxin General Plan (Tappan Lake has experienced some harmful algal blooms); which has been reviewed by OEPA and is in process of being revised. The optimization study and cyanotoxin reports have also indicated potential personnel issues relative to operational decision making. There are serious concerns with the state of the Water Treatment Plant operations.

CANDIDATE QUALITIES, SKILLS, PERFORMANCE

Collectively, the Mayor and Council have developed a consensus of the qualities and experiences that they think are relevant for the new position. The Council is looking for a person with 2-3 years of experience with a public agency, preferably a village or city in the areas of administration, planning, zoning, economic development, or public services. The successful candidate will have a Bachelor’s degree in Public Administration, Political Science or a related field. A master’s degree in Public Administration, Political Science or Urban Planning is preferred.

Council has identified nine (9) key areas of skills and performance that are highly important. These areas are:

- Council Relations
- Administrative Ability
- Written/Oral Communication
- Budget/Finance
- Community Relations
- Intergovernmental Relations
- Economic Development/Revitalization experience
- Innovative Practices Knowledge
- Infrastructure and Facilities Knowledge
- Any Specific Specialized Expertise

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Except for those powers, duties, and responsibilities, specifically enumerated in R. C. 735.273, all other powers and duties granted by this ordinance and not specifically enumerated may be supplemented or removed from the Village Administrator by ordinance pursuant to R.C. 735.273.

- 2) The Village Administrator is authorized to set written rules and procedures to be followed by all Village employees relating to the requisitioning of supplies, materials, and work for their respective offices and departments. Such rules or procedures may not conflict with ordinances of the Village, or statutes of the State of Ohio, or laws or regulations established by the Federal government.
- 3) The Village Administrator manages, conducts and supervises the water, sewer and street departments to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, oversees all safety measures, motivates and annually evaluates assigned staff, review progress and directs changes and improvements as needed.
- 4) The Village Administrator shall appoint all employees, agents, clerks, and assistants provided such positions are first authorized by the Village Council, subject to approval of the Mayor. Such appointments and the Mayor's approval shall be in writing and shall be filed with the Village Clerk.
- 5) The Village Administrator provides leadership and direction in the development of short and long term plans and programs; gathers, interprets, and prepares studies, reports, and makes recommendations; coordinates department activities with other department and agencies as needed. The administrator also submits grants and funding proposals to public and private agencies with the approval of Village Council.
- 6) The Village Administrator prepares and submits an annual budget to the Mayor and Village Council and administers the adopted budget; provides professional advice to the Mayor and Council including, but not limited to the financial condition, future operating and capital needs of the Village as well as the development, redevelopment, and growth of the Village.
- 7) The Village administrator shall attend all Village Council Meetings and any other meetings involving the Village as directed by the Mayor; also assures that all ordinances, resolutions, and regulations are implemented and executed.
- 8) The Village Administrator determines the work procedures, prepares work schedules, assigns duties, and oversees work for completeness and conformance to policies and procedures. Administrator assures that assigned tasks are within budget, performs cost control activities, monitors revenue and expenditures to assure sound fiscal control, and assures efficient use of budgeted funds, personnel, materials, facilities, and time.
- 9) The Village Administrator prepares and provides studies, plans, reports and related information in writing for decision making purposes.
- 10) The Village Administrator participates in development and direction of Village economic development plans, redevelopment and growth plans and strategies with the Cadiz Community Improvement Corporation (CIC). In this capacity, will work with the Mayor, Village Council, and the Cadiz CIC to develop and maintain economic development initiatives in the Village. The Administrator will also be a lead contact for economic development inquiries.
- 11) The Village Administrator will be the Village Zoning Administrator and review all development plans, planning and zoning permits applications, and issues appropriate permits, and schedules appropriate reviews by the Village Zoning Board of Appeals, Village Planning Commission and Architectural Review Board.

DESIRED QUALIFICATIONS

Education and Experience

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and/or three (3) years of experience in local government. Master's degree preferred.

COMPENSATION AND BENEFITS

Salary range: \$55,000 to \$65,000 depending on qualifications. Fully paid health insurance, monthly car allowance: \$200 per month. Professional development: OCMA conference and membership paid. Village provided cell phone.

APPLICATION:

Please send resume and five references to: Village of Cadiz Administrator Search, 128 Court Street, Cadiz, Ohio 43907. Interested candidates may contact the temporary village administrator at 740-942-8844, ext. 234., for more information.