

GENERAL PURPOSE

Serves as the head of the administrative branch of the Village Government and carries out duties as prescribed in Ohio Revised Code 735.273 and others described by the Mayor and Village Council. The Village Administrator is responsible to the Mayor for the proper administration of the Village. The Village Administrator shall be under the general control and supervision of the Mayor pursuant to R. C. 735.273. .

SUPERVISION RECEIVED

The Village Administrator shall be under the general control and supervision of the Mayor pursuant to R. C. 735.273.

SUPERVISION EXERCISED

Exercises supervision over the all departments, except Police and Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING

- 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.

Necessary Knowledge, Skills and Abilities

1. Knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development; requires initiative and independent thinking;
2. Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment; skill in problem solving;
3. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, village officials and the public; ability to efficiently and effectively administer a municipal government;
4. Will be required to work evenings, weekends, holidays, and during emergencies.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of computers, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk on project sites; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations or the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.