THE VILLAGE OF SWANTON

219 Chestnut Street Swanton, Ohio 43558
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www.villageofswantonohio.us

December 18, 2020

Spanning two counties, the Village of Swanton honors its rich history and is committed to the future of this vibrant community, of more than 3,500 people, by providing a high level of service to its residents. Located within the Toledo metro area, the Village is the best of both worlds: close to amenities of a bigger city while maintaining a small-town feel. The Village of Swanton is a general statutory village with an elected Mayor and Council as well as a full-time Village Administrator who carries out the day-to-day administrative operations.

Community Development Assistant

The Village of Swanton, Ohio is seeking a qualified individual to serve as a part time Community Development Assistant, a newly created position on the Administration team. Under the general direction of the Village Administrator, this position focuses heavily on code enforcement and nuisance abatement with a secondary focus on research and analysis for projects, programs, and initiatives. Candidates must be detail oriented, customer service minded, and adaptable.

If interested in this exceptional opportunity, please visit our website at villageofswantonohio.us for complete details. Please send an application and resume, with cover letter, to Mrs. Rosanna Hoelzle, Swanton Village Administrator, 219 Chestnut Street, Swanton, Ohio 43558 by *Tuesday January 26, 2021 at 12:00 p.m.* The Village of Swanton is an Equal Opportunity Employer. Residency in the Village of Swanton is not required.

PART TIME EMPLOYEE BENEFITS

Ohio Public Employees Retirement System

Proposed wage range (based on experience and qualifications)

Community Development Assistant	*$29,120.00*	*$31,200*