

Position Title: Village Administrator

Department: Administration

Position Reports to: Mayor and Village Council

Immediate Subordinates: Superintendents of Public Service Operations, WRRF, and Water Purification, Fiscal Officer, Code Enforcement Official

Position Function

This position is responsible for the day to day operation of municipal operations and serve as the Village's Chief Administrative Officer, except for the Public Safety Department. He or she shall be under the direction and supervision of the Mayor with respect to administrative matters and under the direction of Council with respect to matters within the duties of Council. He or she shall assist the Mayor with respect to the Mayor's administration of the Public Safety Department.

Job Responsibilities

- Enforce all laws and ordinances of the Village and ensure all contracts, permits, and privileges granted by the Village are faithfully observed.
- Supervise the improvement and repair of streets, avenues, alleys, lands, lanes, squares, landings, market houses, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, ship channels, streams, and water courses as well as the lighting, sprinkling, and cleaning of all streets, alleys, and public buildings and places (ORC 735.273)
- Plans, directs, and supervises assigned staff, sets work priorities, trains and oversees development of staff; carries out performance management responsibilities.
- Appoint officers, employees, agents, clerks, and assistants, provided such positions are first authorized by the legislative authority of the village; but such appointments shall be subject to approval by the mayor (ORC 735.273)
- Maintains close communications with elected officials and the general public.
- Provides professional advice to the Mayor and other elected officials
- Establishes and oversees budget process from developing instructions and setting deadlines, to providing materials and recommendations for Appropriations and Capital Planning reviews.
- Coordinates the development of strategic financial goals for the Village.
- Makes recommendations concerning financial policies and practices.

- Reviews all revenues collected and makes recommendations concerning fees, charges, and Enterprise Fund rates as well as new sources of revenue.
- Act as purchasing agent for the Village and have such powers and duties in connection therewith and prescribed by Council
- Serves as Zoning Inspector
- Serves on various board and commissions and attends various meetings as the Village's representative.
- Acts as Chief Administrative Officer for the Village; prepares the agenda and ensures adequate supporting material.
- Regular attendance of the Village Council meetings.
- Provides and presents information and reports at Council meetings, various committees, and other governmental meetings related to municipal operations.
- Responsible for responses to public and private inquiries/complaints.
- Maintains a positive working relationship with other political subdivision supervisors and employees.
- Performs other related duties as assigned or by the laws of the State of Ohio

Physical Requirements

Job requires incumbent to sit, stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less.

Required Skill Set

Occupational/Technical Skills

Knowledge of Village rules, regulations, and ordinances

Knowledge of law regarding contracts and public meetings

Ability to use word processing and selected job-specific software

Must maintain a valid Ohio Driver's License, and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables
Ability to make timely, sound decisions
Ability to draw accurate conclusions from numerical materials
Ability to interpret complicated policies, procedures, and protocols
Ability to develop original, unusual, successful approaches
Ability to interpret a variety of instructions in written, oral, diagram or schedule form
Knowledge of basic budgetary principles and practices
Ability to encourage the creativity of subordinates
Ability to perform standard business arithmetic, including percentages and decimals
Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion
Ability to speak effectively one-to-one
Ability to speak effectively before groups and to respond to questions
Ability to demonstrate attention to and convey understanding of the comments or questions of others
Ability to prepare analyses, policies, and/or budgets
Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion
Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
Ability to deal courteously and diplomatically with the general public
Ability to maintain issue confidentiality
Ability to instruct and train

Leadership Skills

Ability to take charge and initiate actions
Knowledge of administration and supervision of staff and activities
Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals
Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to establish effective controls, ensuring that employees have necessary resources and authority

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to provide performance feedback

Ability to facilitate professional growth

Experience and/or Educational Requirements

A Bachelor's Degree in public administration or a related field is required; a Master's Degree is preferred. Five years of increasingly responsible and relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

By: _____

Date:_____

Date:_____