



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

May 10, 2022

Spanning two counties, the Village of Swanton honors its rich history and is committed to the future of this vibrant community, of more than 3,800 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.

Village Administrator

The Village of Swanton, Ohio is seeking a qualified individual for a full-time position of Village Administrator. This position is tasked with overseeing the daily operations of the municipality. Candidates must be detail oriented, customer service minded, and adaptable. Candidates must be collaborative and innovative, with a willingness to engage in a positive, solution-oriented approach. Bachelor's degree in public administration or related field is required; a Master's Degree is preferred. Five (5) years of previous relevant experience, in particular municipal government and interpreting code regulations, such as the Ohio Revised Code, is preferred. Wage is based on experience and certifications. Applications may be obtained online at www.villageofswantonohio.us. Please send an application and resume with cover letter to Mayor Toeppe, 219 Chestnut Street, Swanton, Ohio 43558. Open until filled. EEO.

FULL TIME EMPLOYEE BENEFITS

Ohio Public Employees Retirement System

Medical & Prescription Insurance

(Employee to pay 10% of premium)

Two plan options with either a reimbursable benefit or a H.S.A. deposit by employer

Dental and Optical Insurance

(Employee to pay 100% of premium)

\$1,000 Prescription reimbursement per Year (Restrictions apply – See Employee Handbook)

\$50,000 Life Insurance Policy

\$200 per Week Loss of Time Benefit (DISABILITY)

24 Hours of Personal Leave Annually

Sick Leave Accrual*

**With official letter from said entity, Village will honor up to 960 hours of sick from previous employment accrual*

Vacation:

40 Hours – 1 Year of Full-Time Service

80 Hours – 2 to 7 Years of Full-Time Service

120 Hours – 8 to 14 Years of Full-Time Service

160 Hours – 15 or More Years of Full-Time Service

Proposed wage between \$60,000-\$70,000