

## POSITION DESCRIPTION

Revised 07/02/09

**TITLE:** ADMINISTRATOR

**DEPARTMENT:** Administrative

**CLASSIFICATION:** Full-Time

**FLSA EXEMPT**

**SUPERVISION RECEIVED:** Works under the supervision of the Mayor

**SUPERVISION EXERCISED:** None

**Qualifications:** Any combination of training and work experience which indicates the possession of knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education preferably with a Bachelor's degree in business administration, or related field and three (3) to five (5) years work experience in public administration or a related field and three (3) years of supervisory work experience in public works including water distribution, wastewater treatment, streets and road maintenance; knowledge of electric distribution system along with electric substations and electric generation would be beneficial; previous supervisory experience; or equivalent.

### **Licensure or Certification Requirements:**

Must possess a valid Ohio driver's license and be eligible for coverage under the Village's vehicle insurance provider; and be bondable.

**Equipment Operated:** The following are examples only and are not intended to be exclusive.

Motor vehicle, computer and computer programs, and standard office equipment.

**Essential Functions of the Position:** For purposes of 42 USC 12101:

1. Directs and supervises all Village Departments, except Police Department, but including Public Works employees and operations. Develops long range planning regarding departmental operation; develops policies and procedures; prepares reports and estimates for implementation and supervises the implementation of plans after approval; monitors and reports progress; recommends methods for improvement. Coordinates work orders; equipment and personnel assignments to accomplish operational needs; monitors work performance of employees; conducts performance evaluations; provides supervision and training; interviews prospective applicants; administers disciplinary action as necessary; hears and resolves grievances; ensures work is in compliance with organizational and regulatory standards; plans and prepares work schedules; enforces Village policies and procedures; prepares monthly activity reports; oversees activities of independent contractors.
2. Analyzes departmental needs and requests, and project estimates; assists in preparation of temporary appropriations and permanent appropriate budget with the Fiscal Officer and Mayor; assists with preparation of capital improvements plan in conjunction with, boards, committees, and the Mayor; prepares grant applications, prepares bid packets and specifications; monitors budget and expenses; prepares and approves purchase orders.
3. Attends various meetings (e.g., Village Council, Council Committee meetings, and any other meetings that may be requested by Village Council and the Mayor, along with attendance at American Municipal Power, Inc. (AMP) as required; conducts research for

Boards relating to requested information or legislative needs and requirements; prepares and presents reports; meets with personnel to provide information regarding changes and receive information necessary for planning projects; answers questions and inquires from the public.

4. Develops facility and equipment maintenance plans; orders and dispatches additional equipment and materials; performs periodic inspections of facility and equipment; plans and recommends the improvements of facilities and/or equipment; oversees preventative maintenance and repair of facilities and equipment.
5. Attends outside meetings and seminars relating to safety and public works departments; forwards information that impacts Village operations and other duties as may be assigned
6. Draft ordinances for review and approval for the Village Solicitor.
7. Maintains required licensure and certification.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.
10. Subject to on call 24 hours a day, seven (7) days a week.
11. Acts as a fill in for employee's absences as necessary or during emergency situations.
12. Acts as the Village's Flood Plain Administrator, interpreting and enforcing Village Flood Plain Ordinances.
13. Acts as Village's purchasing agent within the O.R.C. guidelines.
14. Assists with economic development in the Village.
15. Acts as the Administrator of the Community Re-Investment Program through the Ohio Department of Commerce.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned, along with duties covered in the Ohio Revised Code.
2. Responsible for enforcement of the Village's Personnel Policies and Procedure Handbook, and recommends to Council any amendments or updates.

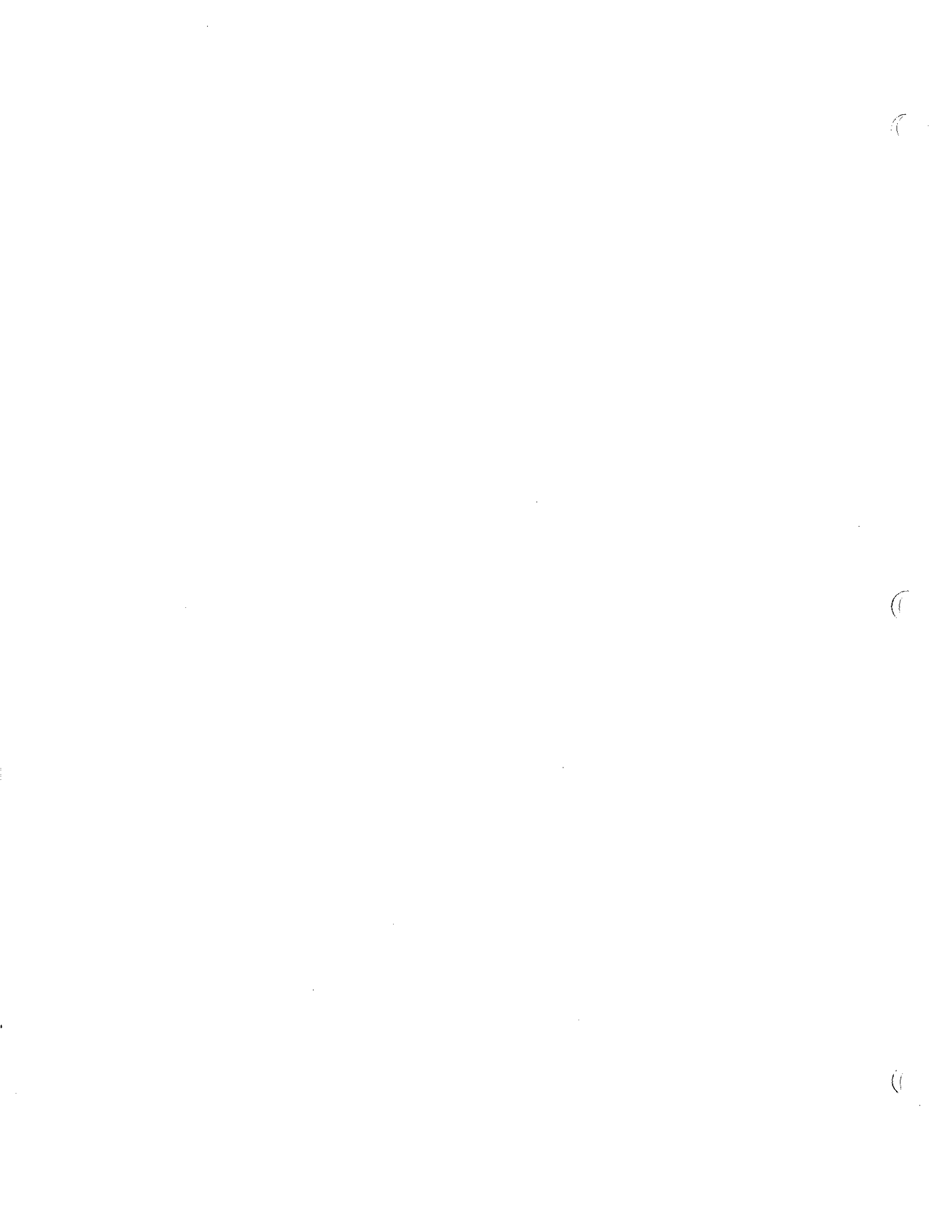
#### **MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** computer software; Microsoft Office products; budgeting; inventory control; purchasing; geographic layout of jurisdiction; organizational goals and objectives; agency policies and procedures; department goals and objectives; organizational policies and procedures, Occupational Safety and Health Administration rules and regulations; water treatment plant operating procedures; wastewater treatment plant operating procedures; water and wastewater treatment regulations; road construction, maintenance, and repair; utility construction, maintenance and repair; building construction, maintenance and repair; general construction, maintenance and repair; vehicle maintenance and repair; water distribution systems construction, maintenance, and repair; sewer construction, maintenance, and repair; snow and ice removal; grounds maintenance and repair; media relations; community resources and services; marketing; English grammar and spelling; records management; employee training and development; personnel administration; workplace safety practices and procedures; supervisory principles and practices; office management; local geographical area.

**Skill in:** Computer operation; telephone operation; use of modern office equipment; motor vehicle operation.

**Ability to:** carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving few variables within familiar context; deal with problems involving several variables within familiar context; deal

with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations.; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; prepare maps, charts, graphs, or plans; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; gather, collect, and classify information; maintain records according to established procedures, answer routine telephone inquires; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.



**CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

Administrative Secretary  
Utility Billing Department  
Public Works Employees  
Part Time Clerks  
All Seasonal Personnel  
Mechanic

Fiscal Officer  
Public Works Director  
Tax Administrator  
Parks and Recreation Director  
Maintenance/Sidewalk Inspector

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This position description in manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Signature of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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