

## VILLAGE OF ROAMING SHORES

### EMPLOYEE POSITION DESCRIPTION

<b>Position Title:</b>	<i>Administrator</i>	<b>Incumbent:</b>	
<b>Department:</b>	<i>Administration</i>	<b>Employment Status:</b>	<i>Full-Time</i>
<b>Reports To:</b>	<i>Mayor &amp; Council</i>	<b>FLSA Status:</b>	<i>Exempt</i>

#### Position Summary

The Administrator is the chief administrative officer of the Village appointed under ORC §735.271. The responsibilities of the Administrator include supervising Zoning, Utility Billing, and Public Works Department staff, and coordinating internal and external village functions.

#### Qualifications

- Education:** Minimum high school diploma, Prefer bachelor's degree in public administration, Business or another related field
- Experience:** Management of 3 or more staff; government agency or business experience; constituent or customer service preferred.

#### Knowledge/Skills

- Ability to complete projects and tasks within established deadlines.
- Ability to direct and manage personnel at all levels of the organization as well as counsel, mediate, and/or provide supervision of staff.
- Ability to effectively communicate with individuals and groups of varying abilities, experience, and educational backgrounds including residents, elected officials, and the media.
- Ability to analyze and interpret financial information, government publications, governmental regulations and statutes, engineering, audit, and legal reports, and administrative rules affecting the Village, and when necessary, convert such information into easily understood material.
- Ability to work rapidly, to prioritize multiple assignments, to meet specific deadlines and to work effectively in stressful situations. Knowledge or understanding of the Ohio Revised Code, Village of Roaming Shores Code, and other applicable legislation or regulations.
- Willingness to accept accountability for outcomes of all operational decisions within realm of authority.
- Knowledge of related safety regulations, including OSHA regulations, and compliance with all on-going safety training requirements.
- Knowledge of Microsoft Office suite, Windows operating system, and internet applications.
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#### Essential Functions

- (1) Manage, conduct, and control the Village water and wastewater systems, and utility billing (ORC 735.273 ¶1).
- (2) Make bylaws and regulations for the safe, economical, and efficient management of the public utilities (ORC 735.273 ¶2).
- (3) Supervise the improvement and repair of Village streets, sidewalks, sewers, ditches, and public buildings (ORC 735.273 ¶5).
- (4) Appoint officers, employees, agents, clerks, and assistants to positions authorized by the Council and with the approval of the Mayor (ORC 735.273 ¶6)
- (5) Assist the Clerk-Treasurer and Finance Committee with preparing the annual budget.
- (6) Work with the Mayor, Councilors, and staff to identify future village needs and assist in long-range planning.

- (7) Serve as the primary point of contact between the Village and the Village Engineer.
- (8) Work with the Village Engineer to obtain grant funding for infrastructure projects.
- (9) Supervise all contracts and purchases for services and supplies except for those of the Police Department.
- (10) Interpret and administer ordinances adopted by Council concerning sewer, water, and village projects.
- (11) Delegate duties to staff.
- (12) Monitor position descriptions, work products, goals, and objectives for all staff.
- (13) Attend meetings of and provide information to: Finance Committee, Human Resources Committee, Public Safety Committee, Public Works Committee, Technology Committee, Records Commission, Planning Commission, Board of Zoning Appeals, and other special committees as needed.
- (14) Attend regular Council meetings and provide monthly written reports to the Council.

### **Equipment Operated**

- Regular office equipment, including but not limited to a computer, printer/scanner, telephone, cell phone, plotter, and calculator will be used.
- Occasionally use of a camera, tablet, motor vehicle, ruler, among other specialized equipment.
- Other equipment as necessary.

### **Working Conditions**

- Work is performed both indoors and outdoors; a considerable amount of time is spent in contact with the general public.
- Evening work hours may be required for public meetings.
- This is not a remote work position.

### **Positions Supervised**

- Zoning Inspector, Utility Billing Office staff, and Public Works Department staff.

**Note:** This position description is intended to convey information essential to understanding the scope of the Administrator position. It is not intended to be an exhaustive list of qualifications, skills, duties, or working conditions associated with the role. Additional duties may be assigned as needed by the mayor or Council.

**Disclaimer:** The Village of Roaming Shores is an equal-opportunity employer.

**Salary:** \$60-70,000

**Benefits** OPERS, Healthcare, HRA, Vacation, Sicktime

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For posting