

Village of Weston, Ohio
VILLAGE ADMINISTRATOR

POSITION SUMMARY:

The position of Village Administrator is created by authority of Weston Village Ordinance and Ohio Revised Code 735.273 and shall include the duties and responsibilities as outlined below.

GENERAL SUMMARY:

As Chief Administrative Officer of the Village, plans, develops, and implements a diverse range of Village services to meet policy directives and community needs. Oversees the organizational direction of all Village Departments.

POSITION REPORTS TO: Mayor

HOURS: Full Time, Monday - Friday; and as needed in Emergency situations

PAY GRADE/RANGE: \$22.00/Hour

BENEFITS: OPERS Retirement Plan, Vacation Leave, Personal Days, Sick Leave, Paid Holidays, Family Health Plan with Fully Covered Premium

TYPICAL POSITION RESPONSIBILITIES:

- The Village Administrator appointed under section 735.271 of the Revised Code shall manage, conduct, and control the maintenance and construction activities of the Village.
- Is directly responsible for the efficient and effective operation of services provided by the Village such as snow removal and street maintenance; mowing and park maintenance; brush and leaf pickup; electric service; and storm water retention. Directs, supervises and coordinates work activities of all employees under position supervision.
- Operate and maintain Village equipment, such as dump truck/plow, backhoe, Durapatcher, Mosquito sprayer, and mower.
- The Village Administrator may make such bylaws and regulations as it deems necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. Such bylaws and regulations, when not repugnant to municipal ordinances and resolutions or to the constitution of this state, shall have the same validity as ordinances.
- The Village Administrator shall 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.
- The Village Administrator shall 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. Such appointments and the Mayor's approval thereof shall be in writing and shall be filed with the village clerk.
- The Village Administrator shall be under the general supervision and control of the Mayor and shall have such other powers and duties as are prescribed by ordinance or by law and which are not inconsistent herewith. The Village Administrator shall perform all duties and shall have all powers of street commissioners as prescribed by law, except as otherwise provided by this section and in sections 735.271 and 735.272 of the Revised Code.
- Determines and assigns work projects as well as work schedules.
- Works with the Clerk-Treasurer to establish annual balanced budget, works to control cost and increase revenue and collection.
- Receives resident's suggestions and complaints and works toward acceptable solutions. Responsible for writing grants and obtaining grant monies for the improvement of the Village of Weston.
- Has authority to make contracts, purchase supplies and materials and provide labor for any work under his/her supervision involving not more than \$10,000.
- Coordinates, directly performs, and oversees the operational portion of services provided by the Village such as snow removal and street maintenance; mowing and park maintenance; brush and leaf pickup; electric service; and storm water retention.
- Creates a supportive and responsive work environment for employees.
- Recommends policies and programs to the Village Council. Provides information to the Council to aide in its deliberations. Implements policies set forth by the Council.
- Communicates with the Mayor and Village Council on a regular basis to advise of project status and accomplishments and when required prepares written reports.

- Serves as the Village’s legislative coordinator. Stays current of proposed changes in legislation that may impact the Village. Communicates Village needs to State and Federal officials.
- Negotiates contracts and agreements on behalf of the Village. Enforces the terms and conditions of all contracts to which the Village is a party. Supervises all special projects.
- Performs other related duties as assigned by the Mayor.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor’s Degree in public administration, business administration, finance, or a related field, and/or five years’ experience in progressively responsible municipal management experience or equivalent.
- Thorough knowledge of the laws, ordinances, and regulations pertaining to municipal operations management, budgeting and financial administration, and public information.
- Considerable knowledge of the professional principles, practices, and procedures of public administration.
- A valid State of Ohio Vehicle Operator’s License. Must be able to obtain a valid State of Ohio Class B Commercial Driver’s License within the first 6 months of employment.
- Have and maintain a Commercial Pesticide license required for Mosquito spraying
- Knowledge of municipal financial and personnel management, contract negotiation, and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in managing diverse programs, services, and personnel.
- Ability to establish effective working relationship, use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to maintain records and prepare comprehensive reports.
- Computer Proficiency using Microsoft programs, Email, Google Drive/Documents
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings at times outside of normal business hours, travel to other locations, and to respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead and motivate employees, and supervise and evaluate the work of others.

MOWING LIST (around 45 acres):

Village Hall
 Reservoir
 Alumni Park (including ball diamonds)
 Old Schoolhouse Park
 Michael Merrill Park
 Public Lot (Locust St)
 CSX Lot (Milton Street)
 Nuisance Violators

BUILDING LIST:

Village Hall
 Maintenance Building
 Concession Stand
 Baseball Equipment Shed
 “Old Bus Garage”
 Post Office (& storage above)
 Garage Buildings behind Safety Building

DISCLAIMER:

This Job Description is intended to identify and illustrate the kinds of duties that may be assigned to an employee holding such a position and is not to be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

SIGNATURE:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Witness _____

Date _____