

**Village of Mantua, Ohio
Ordinance 2018-35**

**AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE POSITION OF
VILLAGE ADMINISTRATOR AND DECLARING AN EMERGENCY.**

WHEREAS, this Council has determined that the position of Village Administrator shall be a part-time, salaried position and that the individual so employed shall also serve as Zoning Inspector; and

WHEREAS, the Village Administrator job description must be revised in order to reflect these changes.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Mantua, Portage County, Ohio, two-thirds or more of the members elected thereto concurring, that:

SECTION 1: The Job Description of the Village Administrator for the Village of Mantua is hereby adopted as set forth in “Exhibit A”, attached hereto and incorporated herein by reference.

SECTION 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Ordinance is hereby declared to be an emergency measure, in order to establish revised guidelines relating to the position of Village Administrator at the earliest possible time, in light of the fact that a new Village Administrator is being hired, and shall take effect immediately upon the affirmative vote of two-thirds of the members of the Mantua Village Council, and to further ensure the health, safety, and morals of the Village of Mantua.

PASSED in Council this 21st day of August, 2018.

ATTEST:

Linda Clark, Mayor

Jenny August, Clerk-Treasurer

I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the _____ day of August, 2018.

Jenny August, Clerk-Treasurer

Approved as to Legal Form:

Michele Stuck, Solicitor

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“EXHIBIT A”

**JOB DESCRIPTION
POSITION:
Village Administrator**

POSITION TITLE: Village Administrator.

HOURS AND RATE OF PAY: The Village Administrator is contemplated to be a part time position of approximately 29 hours per week. However, additional hours may be required, and employee is required to be on-call 24 hours per day. Rate of pay shall be as follows:

Starting: Salary of \$40,716.00 per year. Upon successful completion of six-month probationary period, and periodically thereafter, pay may be reconsidered within the limits set forth in the Village of Mantua Pay Scale Ordinance.

For each and every full work-week during which the Village Administrator is not available to perform any of the essential duties of the position, either in person or by working remotely (via telephone and email), the paycheck for the corresponding pay period(s) shall be reduced by 1/52nd of the then-current annual salary.

This would allow the individual to consult with Village staff and direct employees by phone and email when necessary due to illness or vacation.

POSITION SUMMARY: The position of Village Administrator is created by authority of Mantua Codified Ordinance 133.01 (11/10/1986) and Ohio Revised Code 735.273 and shall include the duties and responsibilities as outlined below. The individual employed as Village Administrator shall also serve as Zoning Inspector and Flood-Plain Manager as set forth in Chapter 500 of the Village of Mantua Zoning Code.

POWERS AND DUTIES: The Village Administrator shall have the powers, duties and functions as provided by the general laws of the State of Ohio, including, but not limited to, the following:

The Village Administrator appointed under section 735.271 of the Revised Code shall manage, conduct, and control the water and sewer works, or other similar public utilities, furnish supplies of water, collect all water and sewer rents, and related duties as authorized under Mantua Codified Ordinances Part Nine, Title Three. The rates for service and charges for municipally owned utilities shall be determined by the legislative authority of the village.

Is responsible for the efficient and effective operation, coordination and oversight of services provided by the Village such as snow removal and street maintenance; mowing, maintenance of village governmental and public buildings and facilities, park and cemetery; brush and leaf pickup; storm and sanitary sewer systems, water treatment and distribution and waste water treatment, and shall supervise the improvement and repair of the above.

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The Village Administrator may make such bylaws and regulations as he deems necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. Such bylaws and regulations, when not inconsistent with village ordinances and resolutions or the constitution of this state, shall have the same validity as ordinances.

The Village Administrator shall have the same powers and perform the same duties as are provided in sections 743.05 to 743.07, inclusive, 743.10, 743.11, 743.18, and 743.24 of the Revised Code, and shall perform all duties and shall have all powers of boards of public affairs and street commissioners as prescribed by law, except as otherwise provided by sections 735.271 through 735.273 of the Revised Code.

Has authority to make contracts, purchase supplies and materials and provide labor for any work under his/her supervision involving not more than \$50,000, except that any purchases and/or contracts exceeding \$3,000 must first be recommended by the Service Committee and approved by Council.

Contracts and purchases in excess of \$50,000 shall be made in conformance with Ohio Revised Code sections 735.05 through 735.07 and all other relevant provisions of law.

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.

Directs, supervises and coordinates work activities of all employees under position supervision, and determines and assigns work projects as well as work schedules for said employees.

Creates a supportive and responsive work environment for employees, which includes regular staff meetings, employee evaluations and implementation of performance improvement plans as needed.

Is responsible for employee motivation and discipline including coaching, corrective counseling and oral or written reprimands, suspensions or terminations in accordance with established policies. Shall comply with all provisions of the Village of Mantua Employee Handbook and ensure that all employees under his supervision are in compliance with same.

Serves as a strong liaison between the Village of Mantua and other municipalities, Portage County and surrounding counties as necessary.

Works with the Clerk-Treasurer to establish annual balanced budget, works to control cost and increase revenue and collection. Develop, maintain, manage and control budget under position authority.

Receives residents' suggestions and complaints and works toward acceptable solutions.

Communicates with the Mayor, Service Committee and Village Council on a regular basis to

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advise of project status and accomplishments and when required prepares written reports.

Performs other related duties as assigned by the Mayor.

ZONING INSPECTOR DUTIES: The individual employed as Village Administrator shall also serve as Zoning Inspector and Flood-Plain Manager as set forth in Chapter 500 of the Village of Mantua Zoning Code without additional compensation.

SUPERVISION: 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 with the relevant laws of the State of Ohio.

DISCLAIMER: The foregoing Job Description does not constitute an Employment Contract. The position of Village Administrator is “at will”, and the Village Administrator serves at the pleasure of the Mayor and Council.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 extend of assignments such individuals may be given.

BENEFITS: As a part-time employee of the Village of Mantua, the Village Administrator is not entitled to the benefits offered to the full-time employees of the Village, as set forth in Section 3.1.C of the Village of Mantua Employee Handbook.

I acknowledge that I have received, read, and understand the contents of this Job Description.

Signature

Date

Printed Name