

JOB DESCRIPTION
POSITION: Village Administrator

POSITION TITLE: Village Administrator.

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.

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.

Directs, supervises and coordinates work activities of all employees under position supervision.

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.

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.

Determines and assigns work projects as well as work schedules.

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.

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.

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

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.

Communicates with the Mayor, Service Committee and Village Council on a regular basis to advise of project status and accomplishments and when required prepares written reports.

Performs other related duties as assigned by the Mayor.

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: If a full-time employee of the Village of Mantua, the Village Administrator would be entitled to certain benefits as set forth in the Village of Mantua Employee Handbook Chapter 5, including but not limited to, Insurance Benefits.