

**JOB DESCRIPTION**  
**POSITION:**  
**Village Administrator**

**POSITION TITLE:** Village Administrator.

**HOURS AND RATE OF PAY:** The Village Administrator is contemplated to be a full-time position of approximately 40 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: \$TBD per hour. Upon successful completion of six-month probationary period pay will be renegotiated.

**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. Duties include acting as secretary to Planning Commission and Board of Zoning Appeals and may involve after-hour inspections or meetings with residents.

**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 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 sewer systems, and shall supervise the improvement and repair of the above.

The Village Administrator may make such bylaws and regulations as he deems necessary for the safe, economical, and efficient management and protection of the areas enumerated above under his/her supervision. 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 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/her supervision are in compliance with same.

Serves as the primary contact between the Portage County Water Resources Department and the Village of Mantua with regard to the operation and maintenance of the Water and Wastewater Utilities serving Mantua Village.

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.

Assists in grant writing and management.

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

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. Attends all Village Council and Service Committee meetings.

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.

**RESIDENCY:** The Village Administrator need not be a resident of the Village of Mantua.

**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 full-time employee of the Village of Mantua, the Village Administrator is entitled to certain benefits as set forth in the Village of Mantua Employee Handbook Chapter 5, including but not limited to, Insurance Benefits. I hereby inform the Village that I accept or decline the individual components of that benefit, as follows:

| Component                      | Accept | Decline |
|--------------------------------|--------|---------|
| Major Medical and Prescription | _____  | _____   |
| Dental                         | _____  | _____   |
| Vision                         | _____  | _____   |
| Term Life Insurance (\$25,000) | _____  | _____   |

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

\_\_\_\_\_ (signature) \_\_\_\_\_ (printed name)