



World's Oldest Traffic Light

## JOB DESCRIPTION

Job Title: Village Administrator  
Department: Administration/Utility/Service Department  
Reports to: Mayor

### **POSITION SUMMARY:**

The Village Administrator (V.A.) is a position that operates under Ohio Revised Code (O.R.C.) Power and Duties 735 (234). The V.A. hires, orients, and supervises office staff, utility staff, street staff and service staff. Coordinates the external and internal village functions. Acts to promote relationships with village citizens.

### **ESSENTIAL JOB FUNCTIONS**

#### **Village Administrator O.R.C. 735.27.3 (234.03) (Power & Duties) Functions**

1. Management, conduct, and control of the water works. Cross Reference with Water Works – see O.R.C. 743.01 and 743.26 et seq.
2. Management, conduct, and control of the waste water works. Cross Reference with Water Pollution – see O.R.C. 743.25
3. May make bylaws and regulations as deemed necessary for the safe, economical and efficient management and protection of such works, plants, and public utilities (must not be inconsistent with Municipal ordinances and resolutions or to the Constitution of the State of Ohio).
4. Management, conduct, and control of streets, avenues, alleys, lands, lanes, squares, landings, market houses, bridges, viaducts, drains, ditches, culverts, streams and water courses, lighting, sprinkling and cleaning of all streets, alleys, and public buildings and places. Cross reference with Street and Public Grounds – see O.R.C. 723.
5. Management, conduct, and control of sewers, drains, ditches, culverts, streams and water courses, lighting, sprinkling. Cross reference with Sidewalks and Sewers – see O.R.C. 729.
6. Management, conduct, and control of Contracts. See Contracts by Village Administrator – see ADM 226.03.
7. Appoint and supervise officers, employees, agents, clerks, and assistants authorized by Village Council and approved by Mayor.
8. Performs the function of boards of public affairs. Cross Reference with Board of Trustees of Public Affairs – See ADM 270.
9. Performs the function of street commissioners as indicated by ORC 234.01 and 234.02. Cross Reference Street Commissioner – Street Commissioner – see ADM 242.
10. The V.A. will supervise and direct the Park System in his/her daily operations. See Ordinance 3047.
11. The V.A. is authorized to agree in the name of the Village to be bound by all contract terms and conditions as the Department of Administrative Services, Office of State Purchasing prescribes. Such terms and conditions may include a reasonable fee to cover the Village's participation in a contract. Further, the V.A. does agree to be bound by all such terms and conditions.
12. The V.A. is authorized to agree in the name of the Village to directly pay the vendor, under each such State Contract in which it participates.
13. Manage and control budgets within V.A. authority.
14. Develop and maintain a capital budget program within V.A. authority.

### **General Functions**

15. Provides positive customer services, external and internal.
16. Performs all duties in conformance with appropriate safety and security standards.
17. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
18. Flexibility in receiving and performing work assignments.
19. Participate in Continuing Quality Improvement.
20. Attend continuing education inservices, as needed.
21. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Perform special projects and related duties as required or assigned by the Mayor or Village Council and/or designee.

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

### **COMMUNICATIONS**

INTERNAL: Full-time Staff, Service Department Superintendent, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

### **EXPERIENCE AND QUALIFICATIONS**

1. Graduation from high school and college including progressively responsible supervisory experience; or any equivalent combination of training and 'experience which provides knowledge, abilities, and skills.
2. Thorough knowledge of modern principles, methods, equipment, and facilities.
3. Thorough knowledge of federal, state, and local laws, requirements, and standards.
4. Knowledge of the policies and procedures of the municipal - government.
5. Knowledge of departmental budgeting.
6. Ability to make arithmetic computations using whole numbers, fractions, and decimals.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationships with others.
9. Ability to maintain required records and to prepare required reports.
10. Ability to visually detect system problems.
11. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL REQUIREMENTS**

1. Ability to deal effectively with stress.
2. Work is light lifting and exerting physical effort.
3. Ability to routinely get into and out of trucks and other equipment.
4. May walk or climb over ditches or other rough terrain, balance, stoop, kneel and crouch.
5. Visual / hearing ability sufficient to comprehend written /verbal communication
6. General good health. External applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions, either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

Date \_\_\_\_\_