



Job Title: **Township Administrator**

Reports to: Board of Trustees

Compensation: Commensurate with Experience

Full-time Exempt

Health Care Reimbursement available up to \$1400.00 monthly

POSITION SUMMARY

Under the guidance, jurisdiction, and control of the Berkshire Township Board of Trustees, the Township Administrator manages and administers the township government, pursuant to Ohio Revised Code 505.032. This position is responsible for the effective, day-to-day operations of the Township, supervising and directing its activities and affairs. This position is at-will, serving at the pleasure of the Berkshire Township Board of Trustees.

DUTIES AND RESPONSIBILITIES

- Administers enforces and executes the policies and resolutions of the Board of Trustees.
- Supervises and directs the activities and affairs of the divisions of the township government under the control or jurisdiction of the Board of Trustees.
- Confers with the Board of Trustees in the determination of policies and programs.
- Prepares and presents reports of township operations, procedures, and concerns, recommending measures for adoption to the Board of Trustees.
- Prepares and submits to the Board such reports as are required.
- Keeps the Board of Trustees fully advised on the financial conditions of the Township.
- Under the direction of the Fiscal Officer, assists with the preparation and submission of a budget for the next fiscal year.
- Represents the Township at a variety of public meetings and functions, as required, and attends all meetings as directed by the Board of Trustees.
- Coordinates township activities with other political jurisdictions and government agencies/entities.
- Cooperates, and seeks collaborative solutions with surrounding governments that benefit all in the region. Interacts and meets with residents, taxpayers, businesses, and others having actual or potential interest in the affairs of the Township.
- Serves as Director of Human Resources for all employees of the Township.
- Manages all employee relations/human resources issues, including, but not limited to: coordination of employee benefits, BWC matters, FMLA matters, ADA matters,

workplace safety issues, staff hiring, supervision, training, evaluation, and disciplinary actions. Notifies and reports to the Board of Trustees significant human resources-related issues, as well as potential changes to employment policies and/or the employee handbook, preparing recommendations of actions to be authorized by the Board of Trustees. Confers with department heads concerning administrative and operational problems, and acts as department head when no position has been established.

- Supervises and directs the activities of the departments and/or employees of the Township under the control or jurisdiction of the Board of Trustees.
- Oversees the competitive bidding process for township activities.
- Reviews the preparation of specifications, requests for proposals, and advertisements. Conducts bid openings and pre-bid conferences, makes recommendations on awards to be approved by the Board of Trustees and checks references.
- In conjunction with the Board of Trustees, develops strategic short- and long-range plans, reviewing and analyzing data, preparing studies and reports. Makes recommendations regarding various guiding documents, such as the Township's comprehensive plan and zoning code.
- Explores and seeks various methods of funding for township activities, minimizing the effect on residents' tax burden.
- Maintains the Township's compliance with legal and regulatory requirements. Oversees the zoning inspector and zoning-related concerns.
- Manage, direct, and improve the Township's communication with outside stakeholders via website, social media, mailings, meetings, et cetera, as well as other marketing-related needs.
- Produces advertisements, and posts public notifications of meetings and activities, as required by law.
- Handles information technology issues regarding township operations, contracting appropriately with outside vendors when necessary.
- Assists in the creation of committees, as needed, to ensure resident participation and representation in Township affairs.
- Performs additional duties as directed by the Board of Trustees.

DESIRED SKILLS AND EXPERIENCE

- Bachelor's degree from an accredited college or university, with a master's degree in public administration, business administration, or urban planning preferred.
- Additional training or specialization in community development, economic development, or land use is desired.
- Five years of progressively responsible managerial experience within the public sector.
- Knowledge of modern government administrative methods, procedures, organization, and functions; current issues and problems facing local governments; federal and state laws, regulations, and rules regarding local government operations.
- Excellent oral and written communication skills, and public relations skills.
- Ability to effectively create and deliver presentations to various interested parties, such as local residents, government entities, and stakeholders.

- Ability to positively engage and interact with the public, Township employees, and other involved parties.
- Ability to analyze and interpret information and concerns, creating solutions to satisfy involved parties.
- Ability to maintain positive working relationships with township elected officials, appointed officials, and employees.
- Experience in the area of economic development and its related tools, such as joint economic development districts and tax increment financing.
- Ability to recruit, encourage, and implement future development consistent with the desires of Township residents and the Board of Trustees.
- Experience in creating and/or implementing effective human resources-related policies and procedures. Ability in leading and coaching employees, encouraging, and promoting improvement, and fostering a team focused on transparency in their operations.