

**Council:**  
Ariel Isaacs  
Dottie Scott  
Krissy Kauf

Tina Killion  
Tom Dilgard  
Betty Brown

**Mayor:**  
John R. Benshoff

**Fiscal Officer:**  
Leighanna Cawrse

**Zoning Inspector:**  
Richard Brown



## **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. Additional hours may be required as needed, i.e. weekends. Salary range is \$600 - \$1,200 per month based on experience and/or qualifications.

**BENEFITS:** There are no benefits offered at this time.

**POSITION SUMMARY:** The position of Village Administrator is created by authority of the Ohio Revised Code 735.273 and shall include the duties and responsibilities as outlined below.

### **POWERS AND DUTIES:**

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 735.273 through 735.32 of the Revised Code.

#### **I. WATER AND SEWER SYSTEM OPERATIONS**

- Oversee water/sewer operations
- Weed and snow removal at water/sewer plant (critical for accessibility and functionality)
- Locating and shutting off valves during water leaks (requires specialized knowledge and quick response)
- Water shut-offs due to lack of payment/subsequent restorations (requires coordination with the fiscal officer)
- Meter reading (a consistent, recurring task for billing and water management)
- Project manager for water/sewer projects (encompasses planning, execution, and oversight)

#### **II. VILLAGE FACILITIES AND INFRASTRUCTURE MAINTENANCE**

- Oversee village hall (includes general maintenance and upkeep)
- Snow shoveling and weeding at town hall (general grounds maintenance)
- Oversee roads (encompasses various aspects of road maintenance)
- Oversee street lighting (includes maintenance and repairs)
- Oversee parks (maintaining public recreation areas)
- Leaf pickup with village truck (seasonal maintenance activity)
- Tree trimming (requires specific skills and equipment)

#### **III. GENERAL DUTIES**

- Odd jobs around the village (indicates a willingness to perform a range of tasks as needed)

**SUPERVISION:** The position of Village Administrator is "at will", and the Village Administrator serves at the pleasure of the Village Council and the Mayor. The Village Administrator shall be under the general supervision 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 is not required to be a resident of the Village of Bailey Lakes.

**HOW TO APPLY:** Interested parties should reach out to Council President Ariel Isaacs at (567) 203-2532, or Mayor John Benshoff at (419) 606-0099 for more information.

**DISCLAIMER:** The preceding Job Description does not constitute an Employment Contract.