

Council:
Ariel Isaacs
Dottie Scott
Krissy Kauf

Tina Killion
Tom Dilgard
Justin Isaacs

Mayor:
John R. Benshoff

Fiscal Officer:
Leighanna Cawrse

Zoning Inspector:
Patrick Miller



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 of approximately 10 hours per week. However, additional hours may be required, and employee is required to be on-call 24 hours per day. Pay is commensurate with experience.

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.

- **Continual:**
 - Oversee roads
 - Oversee wastewater treatment plant is being serviced and water management
 - Oversee street lighting
 - Any odd small jobs that need done (stick pickup, emptying trash at parks, etc.)
- **Seasonal – Summer:**
 - Mowing village property
- **Seasonal – Fall:**
 - Leaf pickup with village's truck
- **Seasonal – Winter:**
 - Snow plowing roads and Village Hall
 - Salting intersections and hills
 - Shoveling town hall and salting sidewalk

SUPERVISION: The position of Village Administrator is "at will", and the Village Administrator serves at the pleasure of the Mayor and Council. 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.