

The Village of New Concord, Ohio is seeking enthusiastic, qualified candidates for the full-time position of Village Administrator.

The Village Administrator position requires exceptional leadership, management, and organization skills. The successful candidate will be community-focused, proactive, collaborative, a team player and a team builder. Core responsibilities for this position are defined in ORC 735.273. These include the effective management and improvement of water and wastewater services and of storm and sanitary sewer systems, streets, sidewalks, and public spaces, including municipal facilities, parks and the cemetery.

The Village Administrator also assists with budget development and financial planning, works with elected officials to implement village policies, serves as zoning inspector, and coordinates village support as needed for community event organizers. The administrator is expected to form positive working relationships with the public, businesses, the university and the school district.

Salary is dependent on qualifications. The Village of New Concord offers a full benefits package.

QUALIFICATIONS

A bachelor's degree in public administration, city planning, business administration, or a related field, and experience in business management, personnel management, human resources management, as well as being versed in labor law and purchasing; or two (2) to four (4) years directly related experience and/or training; or equivalent combination of education and experience.

Experience in municipal management is preferred.

Strong leadership and interpersonal skills. Excellent written and verbal communication skills.

Position requires having a valid Ohio driver's license.

To learn more and to apply: <https://village-of-new-concord.alignhrsolutions.com/job/805222/village-administrator>

The Village of New Concord is an equal opportunity employer. (www.newconcord-oh.gov)