

Administrative Office  
**VILLAGE OF PLYMOUTH**

**Position:** Village Administrator  
**Full time position - Exempt**

**Wage:** \$47,476 - \$62,730

**Manages Others:** The Village Administrator will oversee all departments of the Village excluding the Police, Fire, Ambulance departments and Fiscal Officer's Office.

**Education:** Bachelor's degree, or experience in senior management role preferred.

**Experience:** 5 years of local government; public utilities; water; and wastewater

**Bondable:** Yes

The Village Administrator shall report directly to the Mayor and shall have indirect reporting responsibility to the Village Council.

**Duties include but are not limited to:**

The duties listed below are intended to depict the major responsibilities of this position.

- (A) Manage, conduct and control the operation of all village services:
- (1) Establish written short term and long-range plans for all departments in conjunction with public, employee and village legislative authority input.
  - (2) Work closely with utility personnel to assure effective operation of Village services.
  - (3) Establish work rules, by-laws and regulations as deemed appropriate for safe, economical and efficient management and protection of village facilities.
  - (4) Recommend rates to be charged for village services through rate studies and consideration of Village financial needs.
  - (5) Manage efficient and effective operation, coordination and oversight of services provided by the Village such as snow removal and street maintenance; mowing, maintenance of Village governmental and public buildings and facilities, park and cemetery; brush and leaf pick up; storm sewer, water and electrical systems.
  - (6) Recommend employees, agents, clerks and assistants, provided the legislative authority of the Village first authorizes such positions; All appointments shall be subject to approval by the Mayor and confirmation by Council.
  - (7) Shall be under the general supervision and control of the Mayor, and shall have such other powers and duties as are prescribed by ordinance or by-laws and which are not inconsistent herewith. The Village Administrator shall perform all duties and shall have all powers per the Plymouth Codified Ordinance section 31.02.

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- (8) Shall keep a record of his/her proceedings, a copy of which is certified by him/her which shall be competent evidence in all courts.
- (9) Shall manage municipal water, lighting, power, sewage disposal plants, and farms and shall make and preserve surveys, maps, plans, drawings, and estimates. Shall supervise the contracts and have charge of the maintenance of public buildings and other property of the Village not otherwise provided for in Title VII of the Ohio Revised code. She/he shall have the management of all other matters approved by the legislative authority of the Village in connection with the public service thereof.
- (10) May make any contract, purchase supplies or materials or provide labor for any work under his/her supervision involving not more than five thousand dollars (\$5000.00). When an expenditure within the department, other than the compensation of personnel employed therein, exceeds five thousand dollars such expenditure shall first be authorized by the Mayor's written permission on the requisition provided by the Fiscal Officer and directed by resolution 26-2017 of the Village legislative authority. When as authorized and directed, except where the contract is for equipment, service, materials, or supplies available from a qualified nonprofit agency pursuant to section 4115.31 to 4115.35 of the Revised Code, the Administrator and the Fiscal Officer shall make a written contract with the most responsive and responsible bidder after advertisement for not less than two or more than four consecutive weeks in a newspaper of general circulation with in the area, (ORC 731.14) with prior approval from legislative authority.
- (11) Plan and design sidewalks, streets, sewers, waterlines, and other public works projects; prepare contracts and specifications for bids or construction contracts; and submit said plans and designs to consulting engineer for approval.
- (12) Review engineering plans and specifications submitted by engineers, developers, and general public for subdivision developments and other public works projects.
- (13) Meet with the public, respond to inquiries and answer/resolve concerns.
- (14) Directly supervise utility employees and indirectly supervise all other village employees, excluding the Police, Fire and Ambulance Department and Fiscal Officer's office.
- (15) Perform other tasks as may be assigned.
- (16) Seek out grants, programs and development plans for possible use in the Village.

### **Skills and Knowledge**

The items shown below represent the preferred minimum requirements to conduct the responsibilities of this position.

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- (A) Basic knowledge of the following:
  - (1) Management principles and practices and ability to direct and monitor others.
  - (2) Safety practices and procedures
  
- (B) The ability to:
  - (1) Collect, analyze and interpret data
  - (2) Exercise sound judgement
  - (3) Develop and maintain effective working relationships with associates, elected officials and the general public.
  - (4) Prepare and maintain accurate documentation
  
- (C) Must possess proven management abilities in a public service industry
  
- (D) Must be able to communicate effectively with the public, employees, elected officials, contractors, consultants, government agencies, etc. both verbally and in written forms.
  
- (E) Must be able to identify and evaluate problem areas and provide leadership in formulating corrective measures.
  
- (F) Should have knowledge of the following:
  - (1) Principles and practices of civil engineering
  - (2) Design and construction standards and methods
  - (3) Code ordinances, regulations and standards governing public works projects
  - (3) Basic principles and practices of surveying
  - (4) Analyze engineering plans, specifications and other documentation
  - (5) Good public relations techniques
  - (6) System planning budget preparation and implementation of same

**Benefits Package**

The Village offers a robust benefit package including Medical, Dental, Vision, Life.

Updated \_\_\_\_\_  
All prior descriptions void