

Village Administrator

FLSA Status: Exempt

Positions supervised: Utility Billing Clerk, Wastewater Treatment and Collection, Water Treatment and Distribution, Public Services Coordinator, Trash Collection and Zoning Inspector.
Salary Range: Dependent upon Qualifications

This position reports to: Mayor and Village Council

The Village of Mt Gilead, Ohio is seeking a full time Village Administrator. The current Administrator has held the position for 20 years and is retiring. The Village operates as a statutory form of government as defined by the Ohio Revised Code (ORC). A council of six elected residents and an elected Mayor provide the leadership for the community. The Administrator is responsible for working with the elected officials in implementing Council policy and planning future Village strategies and improvements.

The Village Administrator position responsibilities are defined by ORC 735.273. These duties include the supervision and management of the water and wastewater treatment facilities and services; public works services and facilities; zoning and economic development, and overall project management for grant programs and any other Council or Mayor assignments. Preferred minimum qualifications include a Bachelor's degree in public or business administration and a minimum of five years in an increasingly responsible management position.

Background/experience in municipal government is preferred.

The Village Administrator position is a full time, salaried position. A benefit package is offered and the salary is dependent on qualifications. Applicants should include their salary requirements with a letter of interest. An extensive background investigation will be conducted for those applicants reaching final consideration.

To apply, please send a cover letter, application, resume, and three professional references before Monday, April 15, 2019 to:

Mayor Porter, Village of Mt Gilead, Ohio, 72 West High St. Mt Gilead, Ohio 43338.

Application forms are available by request at: mayor@mountgilead.net or on our website. www.mountgilead.net

The position will remain open until filled.

The Village of Mt Gilead is an Equal Opportunity Employer