VILLAGE OF MOUNT GILEAD
Village Administrator

DEFINITION:
Under the general supervision and direction of the Mayor, and as directed by the Mayor and Village Council, the Village Administrator provides, directs, and coordinates the administration of the Water and Wastewater and Street Departments of the Village.

DISTINGUISHING CHARACTERISTICS:
The Village Administrator is responsible for the Water and Wastewater and Street Department's compliance with all regulations as put forth in the Ohio Revised Code, the Ohio Public Utilities Commission, and Village of Mount Gilead Rules and Regulations pertaining to the Water and Wastewater and Street Departments.

SUPERVISION EXERCISED:
Exercises direct supervision over professional, technical, and part-time staff.

ESSENTIAL FUNCTIONS: *(include, but not limited, to the following)*:

I. Planning and Reporting
- Develop short-term and long-range plans to implement the policies and objectives of the Village under their supervision.
- Serve as a technical advisor to the Mayor and Village Council.
- Administer internal practices and procedures in accordance with policies set forth by Village Council.
- Create bylaws, rules, and regulations necessary for the safe, economical, and efficient operation, management, and protection of the Village's water and wastewater systems.
- Perform duties related to planning, budgeting, and maintaining organizational efficiency to ensure the effective delivery of high quality services and programs within assigned departments.
- Attend all Council meetings and, as appropriate, meetings of various Council Committees, i.e., Tree Board, Recreation Board, Planning Commissions, and CIC.

II. Financial
- Prepare operating and other budgets for assigned departments for review by Village Council.
- Safeguard and protect Village funds, property, and other assets.
- Oversee all service charges, customer billings, and collections for the Water and Wastewater departments, as well as other collection responsibilities.
- Review and analyze deviations from established policies and approved budgets and, if necessary, request Village Council to permit implementing alternate plans.

- Act as the purchasing agent for the Village officers, departments, and divisions assigned by the Mayor and Village Council. Make contracts, purchase supplies and materials, and provide labor for work under his/her supervision in accordance with O.R.C. 731.141 and other applicable laws.
- Establish and issue written rules, procedures, and processes governing the requisition of supplies, materials, and services by Village officers and employees for their respective offices, departments, and divisions.

III. Staff

- Recommend to the Mayor the creation, modification, or elimination of positions, functions, or divisions within the departments under the Village Administrator's supervision.
- Oversee personnel development and ensure that employees receive appropriate training to perform their duties effectively.
- Delegate responsibilities and corresponding authority to the lowest appropriate level consistent with sound management and efficient operations.
- Provide professional guidance, advice, and counsel to employees on work-related and personal matters, as appropriate.
- Promote and protect employee rights and welfare by ensuring the enforcement of safety rules and practices that safeguard the physical, mental, and emotional well-being of employees and individuals served, in accordance with applicable laws and professional accepted standards.

IV. Operations

- Manage and oversee the day-to-day operations of assigned Village departments, either directly or through subordinate staff.
- Conduct administrative reviews as necessary to evaluate and ensure the effectiveness and reliability of organizational systems, policies, and procedures.
- Maintain a current inventory of all Village properties, equipment, and supplies and conduct a physical inventory annually.
- Direct and oversee the operations of the Village's Water and Wastewater and Street departments.
- Gather information and follow up on Village-related matters as requested by Village Council, individual Council members, or the Mayor.
- Manage and supervise the improvement, maintenance, and repairs of Village streets, alleys, public lands, bridges, sidewalks, sewers, water lines, drains, ditches, culverts, and waterways.
- Appoint agents, clerks, and assistants to positions authorized by Village Council, subject to the Mayor's prior written approval, and file each appointment and the Mayor's written approval with the Clerk-Treasurer.

V. Public Relations
- Foster positive public relations with the citizens of the Village and ensure the delivery of high-quality public services within approved budgetary limits.
- Respond promptly to citizen complaints and requests for information as assigned by the Mayor or Village Council.

VI. Reporting Requirements
- Prepare a monthly report to include:
  - Department budgets.
  - Short-term and long-term plans or projects.
  - Information requested by Village Council.
  - Citizen complaints.
  - Recommended rules and regulations for Village departments.
  - Recommendations regarding the addition or elimination of Village employees positions.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Occasional lifting of up to twenty-five pounds such as files, stack of papers, and reference books.

QUALIFICATIONS:

- Character: The Village Administrator must be of excellent moral character and reputation.
- Management skills, including effective leadership of employees and the efficient allocation and management of resources.
- Capable of carrying out the duties and responsibilities of the office.
- Bond: Prior to assuming the position, the Village Administrator shall qualify for and obtain a fidelity bond in the amount of one hundred thousand dollars ($100,000.00), conditioned upon faithful performance of their duties, with an insurance corporation satisfactory to Village Council and licensed to do business in the State of Ohio. Such bond shall be filed with the Village Clerk after being approved by Village Council. The cost of the same shall be paid by the Village.

KNOWLEDGE/ ABILITIES/SKILLS:

Knowledge of:
- Modern Village management operations and standard operating procedures.
- Principles and practices of program development and administration.

- Principles and philosophies of contemporary leadership.
- Operation, maintenance, and uses of water, wastewater, and street equipment.
- Principles and practices of budget development and administrator.
- Methods and techniques of supervision, employee training, and motivation.
- Applicable Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic record preparation and writing.

Ability To:

- Lead, plan, direct and manage each department and their support activities.
- Lead, plan, organize and direct the work of subordinate staff.
- Lead, supervise and direct the operations and activities of the Water and Wastewater and Street Departments.
- Courteously respond to community issues, concerns, and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer a Village budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Adjust standard operating procedures as appropriate.
- Apply applicable laws, codes, and regulations.
- Establish and maintain effective working relationships.

Skills to:

- Effectively operate equipment related to job duties and responsibilities.
- Operate computer and applicable software.