

The Village of Minerva, Ohio, is seeking qualified candidates for the position of Village Administrator.

The Administrator serves as the Chief Administrative Officer of the Municipality. They shall be responsible to the Village Council for the administration of all municipal affairs placed in their charge or under Village Charter, ordinances of the municipality and state laws.

Attends all Village Council meetings and any other meetings as directed by the Village Council; assures that all ordinances, resolutions, laws and Charter provisions are faithfully implemented and executed;

Daily supervision of all departments, agencies and offices falls under the Village Administrator.

They are responsible for the development of short and long range plans and programs. Prepares and submits grant and funding proposal to public and private funding agencies with the approval of the Village Council.

The Administrator prepares and submits an annual budget to the Village Council; administers the adopted budget of the Village; provides professional advice to the Village Council including but not limited to the financial condition, future operating and capital needs of the Village, physical development, redevelopment and growth of the Village; makes presentations to the Village Council, municipal boards, county budget commissions, civic groups, employee groups, and the general public.

Communicates official plans, policies and procedures to staff and the general public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Master's Degree in Public Administration or closely related field, and five (5) years of experience as a municipal administrator.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community and economic development.

Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in grant writing; skill in operating the listed tools and equipment;

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude candidate from the position if the work is similar, related or a logical assignment to the position.

Qualified applicants are encouraged to submit their resume at the earliest opportunity in order to receive utmost consideration: Village of Minerva, 209 N. Market St. Minerva, OH 44657 or email to Finance Director, Patti Willoughby, at finance@ci.minerva.oh.us

The position will remain open until it is filled. The Village of Minerva is an Equal Opportunity Employer. Salary will be commensurate with education and experience.
