

VILLAGE ADMINISTRATOR
JOB DESCRIPTION

I. Appointment Tenure

A. The Mayor shall appoint and the Council shall confirm by a majority vote of its members, a qualified person to serve as Administrator of the Village. The Administrator shall serve at the pleasure of the Mayor and the Council. He or she may be removed, without cause, by the Mayor upon the approval of the Council by a majority vote of its members, or a vote of at least five members of the Council without the consent of the Mayor.

B. The Council shall establish the compensation of the Administrator from time to time, including the granting of termination pay, of the Council determines it to be appropriate in its discretion.

C. The person appointed as Administrator shall be qualified by training and/or experience in the public or private sector. ***He or she shall not hold any elective public office or other public or private employment unless the other public or private employment is approved by a majority vote of the Council.*** He or she shall not serve as the Law Director, Chief of Police or Chief of Fire.

II. Powers and Duties

A. Except for the Departments of Fire, Law and Police, the Administrator shall be the Village's chief administrative officer. He or she shall be under the direction and control of the Council with respect to matters within the control of Council. The administrator shall be under the direction and supervision of the Mayor with respect to administrative matters. He or she shall assist the Mayor with respect to the Mayor's administration of the Police Department.

B. In addition to the provisions of part A of this Section, the Administrator shall have the following powers and shall perform the following duties:

1. Appoint, promote and when he or she deems it necessary for the good of the service, suspend or remove or otherwise discipline all municipal employees and appointive administrative officers, except those within the Departments of Police, Fire, Law, the Mayor's office and the Council and as otherwise provided for by or under this Ordinance, subject to the provisions of the Village pertaining to the Village's merit system or Village Tenure statutes.
2. Direct and supervise the administration of all department, offices and agencies of the Village, except Police, Fire and Law.
3. Attend all Council meetings and shall have the right to take part in discussions but may not vote.
4. See that all laws, ordinances and resolutions of the Council, subject to enforcement by the Mayor, the Administrator or by officers subject to their direction and supervision, are faithfully executed.

5. Prepare and submit the annual budget requests, and capital program to the Council.
6. Submit to Council and make available to the public a complete report on the administrative activities of the Village as of the end of each fiscal year.
7. Make such other reports as the Council or Mayor may require concerning the operations of Village departments, offices, boards, commissions and agencies subject to his or her direction and supervision.
8. Keep the Council fully advised as to the operating condition and future operating and capital needs of the Village and make such recommendations to the Council concerning the affairs of the Village.
9. Require reports and information of subordinate officers and employees of the Village as he or she deems necessary in the orderly operation of the Village, or when requested to do so by the Council, the Mayor, or with the Mayor's approval, any board or commission of the Village.
10. Execute on behalf of the Village all contracts and agreements, except Police, Fire and Law.
11. Make recommendations to the Mayor and Council of any grants or funds, private, federal or State and apply for the same after approval from the Mayor and/or Council, as is applicable.
12. Act as purchasing agent for the Village and have such powers and duties in connection therewith and prescribed by Council.
13. Perform such other powers, duties and functions as are conferred by any ordinance or resolution of the Council, or by the laws of the State of Ohio.

III. Acting Administrator

A. The Mayor may appoint, by letter filed with the Fiscal Officer, any qualified administrative officer of the Village, to perform designated powers, duties and functions of the Administrator during his or her temporary absence from the Village or during his or her disability. Powers, duties and functions designated by the Mayor to be performed by the Acting Administrator shall be dependent on the job skills and knowledge of the Acting Administrator.

B. In the event of a vacancy in the office of Administrator, the Mayor may appoint a person as Acting Administrator who shall exercise all power, duties and functions of the Administrator as noted in section III, A. In the event that the Mayor does not appoint an Acting Administrator within thirty (30) days, the Council shall appoint the Acting Administrator.

REVISED
06/15/09