

Township Administrator

Olmsted Township, Cuyahoga County, Ohio

Olmsted Township is accepting applications for the position of Township Administrator. It is situated in the southwest corner of Cuyahoga County Ohio and provides Police, Fire, Service and Building Department services and outreach to over 14,000 residents in an area spanning 10 square miles. Olmsted Township is a family-centric, west side suburb of Cleveland, governed by an elected Board of Trustees and Fiscal Officer. It has 45 full time equivalent employees.

The Township is seeking a highly motivated professional with a track record of success in the Public Sector. The position requires a visionary leader with exceptional character and integrity, proven leadership and management skills, communication and interpersonal skills and the ability to develop strong working relationships. Successful applicants will possess astute financial management skills including grant procurement and management under the authority of the Board of Trustees/Fiscal Officer. The Township Administrator will execute the policies set by the Board of Trustees and run the day-to-day operations of the Township to ensure excellent services to residents, businesses and others. These services include but are not limited to HR policies and procedures, benefits, BWC, discipline interviews, on-boarding, disciplinary action, FMLA, ADA, and workplace safety issues, familiarity with labor relationships, union contracts and negotiations. The successful candidate will have experience working with legal counsel on diverse matters. He/she will provide oversight and guidance to the Leadership Team to ensure consistency and to foster cooperative working relationships with civic groups, inter-governmental agencies and Township staff. The successful candidate will also work collaboratively and supervise the administrative staff of the Township.

Applicants shall possess the following, minimum qualifications: Bachelor's degree in Public Administration or closely related field from an accredited college, university. Advanced Degree in Public Administration (preferred); five (5) to ten (10) years supervisory experience in public sector management, with at least some experience in Ohio;

Primary duties of the Township Administrator include but, are not limited to the following:

- Provide executive level leadership, management, and direction to the leadership team, the administrative office staff and through the leadership team to all members of the Olmsted Township team. Manage all administrative functions, including human resources, communications, and financial functions in the Township.
 - Assist the Board of Trustees in the administration, execution, and enforcement of its policies and resolutions. Negotiate and manage labor contracts, grievances and agreements on behalf of the Board.
 - Recommend policy and procedural measures for consideration and adoption by the Board.
 - Assist in planning, developing, coordinating and implementing programs, projects, and activities.
 - Oversee ongoing communication throughout the organization and work with the Fiscal Officer and the Trustees to ensure fiscal responsibility, integrity and sustainability.
 - Interface with administration at the County level in all areas including planning, public works, economic development, storm water and sewer issues, joint dispatch services, and other collaborating agencies as well as contractors working with each of the Township departments.
 - Source, write and administer grant programs under the authority of the Board.
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- Provide public information support to the Board. Research and address inquiries, complaints and public records requests from the public and advise the Board as required. Maintain necessary rapport with the media and appropriate public officials, businesses and community leaders, and the public.
- Additional duties as directed by the Board of Trustees.

The successful applicant must have valid driver's license, be bondable, and able to pass a background check and all pre-employment screenings with or without a reasonable accommodation.

The salary is dependent on experience, and includes a comprehensive benefits package. Download and complete the application form and submit by mail along with a cover letter, resume, with salary history and requirement, and 3-5 professional references. Applications should be submitted to Board of the Trustees, Olmsted Township, 26910 Cook Road, Olmsted Township, OH 44138 or email tdietrich@olmstedtownship.org. Position will remain open until filled with the first review of applications on **October 20th, 2017** with subsequent scheduled interviews.

Olmsted Township is an Equal Opportunity Employer. All applicant materials are subject to Ohio's Sunshine Law and are subject to open records requests.
