



7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-3051 info@olmstedtownship.org

Township Administrator  
Olmsted Township, Cuyahoga County  
Posted January 23, 2023

The Olmsted Township Board of Trustees is currently soliciting competitive candidates to serve as the Township's full-time Administrator. The successful candidate will have a proven management record and a recognized commitment to excellence in public service. The Administrator will function as the administrative head of the Township under the direction of the Board, will communicate the vision of the Board, and will provide leadership that implements the expressed goals, objectives, and policies.

The Administrator will manage the day-to-day operations of Olmsted Township within the guidelines of the approved budget, and will serve at the pleasure of the Board of Trustees. Outstanding verbal and written communication skills are required since the Administrator will serve as a conduit for information to/from the Board of Trustees, Fiscal Officer, leadership team, staff, residents, and other stakeholders.

Salary Range: \$90,000- \$120,000 dependent upon experience and qualifications

Deadline: February 15, 2023 or until the position has been filled

Please email a cover letter, resume, as well as a list of three personal and three professional references to the Board of Trustees at [LZver@olmstedtownship.org](mailto:LZver@olmstedtownship.org), [RAlton@olmstedtownship.org](mailto:RAlton@olmstedtownship.org), [JKress@olmstedtownship.org](mailto:JKress@olmstedtownship.org).

For a full description of the position's duties, responsibilities, and other details please visit [www.olmstedtownship.org](http://www.olmstedtownship.org)

## **Duties & Responsibilities**

- Demonstrates a high degree of self-direction and professionalism in the performance of the duties and responsibilities of the position.
- Supervises and directs the activities of Olmsted Township and its departments in accordance with Olmsted Township Personnel Policies and Procedures, Olmsted Township Fiscal Office policies and procedures, resolutions of the Board, and State and Federal laws.
- Attends all meetings as required by the Board.
- Recommends measures for adoption to the Board, particularly those demonstrated as best practices for urban townships.



- Prepares and submits reports as required by the Board or as the Administrator deems advisable.
- Manages the Township's budget in collaboration with the Board of Trustees as prepared by the Fiscal Officer and approved by the Board.
- Demonstrates a comprehensive and professional knowledge of public administration, government structure and process, employee relations, office practices and procedures and public relations.
- Demonstrates the ability to apply progressive management principles to plan and implement department goals and objectives.
- Develops strategic plans as requested by the Board, including capital needs.
- Leads, coaches, mentors, instructs, counsels, and evaluates staff as needed to ensure efficient operations of each department.
- Maintains an understanding of the expenditure of Township funds, compliance with applicable laws, regulations, rules, and approved budgetary guidelines.
- Works with trustees and staff to address citizen complaints and reach resolution.
- Makes personnel recommendations to the Board.
- Serves as the Board's representative in collective bargaining agreement negotiations as directed.
- Supervises Township capital projects and vendors.
- Develops and maintains effective working relationships with the Board, department heads, employees, consultants, other elected officials, and community residents and stakeholders.
- Oversees press releases, social media, and manages the website including approving changes.
- Performs other duties as directed by the Board.

### **Knowledge, Skills, and Abilities**

- Cognizant of the principles, theories, and practices of executive and administrative planning, management and control.
- Thorough knowledge of federal, state, and local laws, regulations, and policies applicable to structure, functions, management, programs, and practices in conducting public services through township local government.



- Skilled in use of computers, email, and proficiency in the use of software applications, including spreadsheets, databases, Microsoft software- Word, Access, Excel, PowerPoint and Office.
- Knowledge of budgeting practices and local government finance mechanisms used by Ohio cities and townships.
- Skilled at maintaining and organizing file systems.
- Skilled at presenting information to individuals or groups and communicating complex ideas effectively, both orally and in writing.
- Ability to plan, organize, manage, and prioritize diverse administrative projects, duties, and assignments (multi-task).
- Ability to exercise sound reasoning and considerable independent judgment in applying complex policies and regulations to responsible administrative duties.
- Ability to perform complex technical research and prepare detailed reports and documents.
- Ability to analyze, interpret, and evaluate data and recommend appropriate courses of action.
- Ability to conduct or supervise research and prepare reports on a variety of subjects.

## **Education & Experience Qualifications**

Required: Graduation from a recognized college or university with a Bachelor's Degree in Public Administration or closely related field

Preferred: Master's Degree in Public Administration or a closely related field;

Required: five (5) years' experience in the field of public administration, and at least three (3) years managerial experience in a township, county or municipality- public sector

Preferred: at least five (5) years' managerial experience in a township, county, or municipality- public sector

Other Qualifications

Valid State of Ohio Driver's License, including insurability through the Township insurance carrier and bondability

## **Supervisory Responsibility**

During the probationary period, final supervisory authority will reside with the Board of Trustees, with the Administrator authorized to act in a supervisory capacity as directed by the Board. However, the Administrator will make recommendations to the Board regarding the



performance, discipline, pay increases, and hiring for Olmsted Township. Upon successful completion of the probationary period, the supervisory responsibilities will expand.

## **Typical Physical Requirements and Working Conditions**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.
- The duties of this job are partially performed inside a climate-controlled office setting and partially performed outside the office, attending meetings, making public appearances, meeting with residents, visiting construction projects, and reviewing public works activities.
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the Township.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.
- Must be physically capable of successfully performing the essential job functions with or without reasonable accommodation and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

## **Travel**

This position requires frequent travel within the Township and Cuyahoga County; periodic travel for professional development, seminars, and training sessions; and other travel as needed to fulfill the position.

*Olmsted Township offers equal opportunity and equal consideration to all persons who seek employment with the Township and to those who are already employed by the Township. No applicant or employee will be discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, veteran status and/or disability, or any other characteristic protected by applicable local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment.*

*Olmsted Township is an equal opportunity employer.*