



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

Chief Operations Officer, Olmsted Township, Cuyahoga County  
Posted March 25, 2023

The Olmsted Township Board of Trustees is soliciting competitive candidates to serve as the Township's full-time chief operations officer. This position is like a City Manager position in a city/village. The successful candidate will have a proven management record and a recognized commitment to service excellence; he/she will serve under the direction and at the pleasure of the Board. This person will communicate the vision of the Board, and provide leadership that implements expressed goals, objectives, and policies.

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

Deadline: April 5, 2023 or until the position has been filled

Email a cover letter, resume, and a list of three personal and three professional references to [LZver@olmstedtownship.org](mailto:LZver@olmstedtownship.org), [RALton@olmstedtownship.org](mailto:RALton@olmstedtownship.org), [JKress@olmstedtownship.org](mailto:JKress@olmstedtownship.org).

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

### **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.
- Works to gain an understanding of the Township form of government, the essential collaboration with governmental agencies in service to Olmsted Township, relationship among neighboring communities, and communication with elected officials at all levels and with the Ohio Township Association.
- Manages the Township's budget in collaboration with the Board of Trustees, as prepared by the Fiscal Officer including compliance with applicable laws, regulations, rules, and other guidelines.



- Demonstrates the ability to apply progressive management principles and best practices 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.
- Works with Board and staff to address citizen complaints and reach resolution; enhances the public perception of the Township through work with media and other public relations sources.
- Makes personnel recommendations to the Board.
- Serves as the Board's representative in collective bargaining 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.
- Ability and interest in acquiring 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.
- 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 analyze, interpret, and evaluate data, prepare reports and documents, and recommend appropriate courses of action.



## **Education & Experience Qualifications**

Required: Graduation from an accredited, recognized college or university with a Bachelor's Degree.

Required: five-ten (5-10) years of proven management experience, including personnel, data, project management.

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.

Demonstrates a high degree of integrity, confidentiality, self-direction and professionalism in the performance of the duties and responsibilities of the position.

Works to gain an understanding of the Township form of government, the essential collaboration with governmental agencies in service to Olmsted Township, relationship among neighboring communities, and communication with elected officials at all levels and with professional organizations.

Other Qualifications: Valid State of Ohio Driver's License, including insurability through the Township insurance carrier and ability to be bonded.

## **Supervisory Responsibility**

During the probationary period, final supervisory authority over personnel will reside with the Board of Trustees, with the operations officer authorized to act in a supervisory capacity as directed by the Board. He/she 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 be expanded.

*Olmsted Township is an equal opportunity employer.*