



Village of Lockland

Job Description

Job Title: Village Administrator

Department: Administration

Reports To: Mayor

Salary: \$99,303.75 per year

Hours: Full time

Summary: Responsible to manage daily operation of the Village. Performs all duties as required by Ohio Revised Code Section 735.273.

Essential Duties and Responsibilities:

Oversees and provides direction on preparation of income estimates for the annual operating budget and annual operating and capital improvement budgets for submission to the Mayor and Village Council. Reviews department requests for expenditures by category; review expenditures for compliance with budget limitations and within the law. Serves as purchasing manager, approves requisitions for purchase.

Provides timely and informative reports and statements to the Mayor and Village Council.

Provides leadership and direction in the development of short and long-term financial plans; coordinates department activities with other departments and agencies as needed; compiles and files reports with the State of Ohio as required by law.

Reviews regular and overtime pay for all employees.

Prepares grant applications and supporting documentation to obtain funding for Village projects. Provides all documentation to grantor and manages grant funding and reimbursements if applicable.

Works cooperatively with the Village Economic Development Specialist, Environmental Consultant, Village Engineer, and other agencies assigned by the Village.

Coordinates with the Village Business Community for job creation and retention.

Develops Village policy to remain compliant with all local, state, and federal laws.

Prepares Bid Specifications for Public Bid and holds Public Bid openings. Attends Pre-construction meetings and manages Village special projects.

Serves as the Village Housing Officer to oversee the Community Reinvestment Area agreements, responsible to file the annual report to the State of Ohio for the Housing Council.

Serves as the Secretary to the Board of Zoning Appeals, Planning Commission, Housing Board, and all other appointed commissions of the Village.

Serves as the Secretary & Treasurer of the Community Improvement Corporation of Lockland. Compiles and files report with the State of Ohio as required by law.

Serves along with the Finance Director on the Village Tax Incentive Review Council.

Provides notification and prepares agendas for all public hearings/meetings.

Attends all public meetings to include but not limited to: Regular Council Meeting, Special Council Meeting, Public Hearings, Board of Zoning Appeals, Planning Commission, Housing Board, Housing Council, and all Council Committee Meetings.

Manages Village Social Media accounts.

Develops ordinances and resolutions. Prepares agenda for Regular Session of Council. Represents the Village at various conferences and meetings. Keeps up to date on legislation at Federal, State, and Local levels which would affect duties or functions of the departments. Other appropriate duties as assigned by or through Mayor. Perform related duties as required.

Supervisory Responsibilities: Exercises supervision over the Finance Manager, Administrative Assistant, and Code Enforcement Officer.

Manages and supervises assigned operations to achieve goals within available resources, plans and organizes workloads and staff assignments. Trains, motivates, and evaluates assigned staff, reviews progress, directs changes as needed.

Qualifications: To perform this job successfully, an individual must be able to perform essential duties, satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Skills, and Experience: Bachelor's degree in public administration, accounting or related field or equivalent experience in local government operation and financing. Considerable knowledge of computers and governmental funding applications.

Management and supervisory skills, ability to function without supervision, ability to plan, organize, direct, and implement new procedures, considerable knowledge of modern government, budget and accounting theory principles and practices.

Physical Demands: Physical demands are typical of those in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment is indoors, the noise level in the work environment is usually moderate to low.



Village of Lockland OHIO



VILLAGE ADMINISTRATOR JOB ANNOUNCEMENT

Position Summary

The Village of Lockland is seeking an energetic and forward-thinking leader to join our executive staff as the Village Administrator. The Village Administrator reports to the Mayor and implements the Village Council's policies while exercising general administrative, decision making and policy oversight.

The ideal candidate will have strong collaborative, management, and decision-making skills, will have a proven record in municipal government with particular attention to: Grant Writing and Economic Development.

Requirements

- Ten years of experience in municipal government,
- Five years of supervisory experience in public government,
- Driver's License

Preferred Qualifications

- Bachelor's degree in public administration or similar field
- Economic Development experience
- Grant Writing experience

Benefits

- Salary \$99,303.75
- Public Employees Retirement System
- Longevity Pay after three (3) years
- Medical, Dental, Vision insurance
- Paid Vacation, Sick, and Personal time
- College tuition reimbursement

Community Profile

The Village of Lockland is in Hamilton County, two miles north of the City of Cincinnati and forty miles south of the City of Dayton. Lockland is 1.2 square miles and is home to 3500 residents. The community is located along Interstate 75 and has exciting potential for commercial and industrial growth and redevelopment. The Village provides administrative, fire and emergency medical, parks, police, public works, water, and zoning services.

A resume and cover letter should be submitted to: Douglas Wehmeyer, Interim Village Administrator at 101 N. Cooper Avenue – Lockland, Ohio 45215, or email to dwehmeyer@locklandohio.org. Resumes will be accepted until May 24, 2022.