

VILLAGE ADMINISTRATOR

I. INTRODUCTION

This position is located within the Administrative Departments of the Village of Enon, Clark County, Ohio. This administrative position has been created by the Enon Village Council as required by the Ohio Revised Code. The incumbent shall be appointed by the Mayor with the approval of the Village Council and shall reside within the limits of the Village within six months of appointment unless such requirement is waived by the Council. This position serves at the pleasure of the Mayor and the Village Council and shall be responsible for performing various administrative duties as outlined below in accordance with the Ohio Revised Code.

II. DUTIES AND RESPONSIBILITIES

The incumbent shall be responsible for the administration of all Village operations except for the Police Department, as described in the Ohio Revised Code. Specifically, the incumbent shall be responsible for, but not limited to, the following:

- Ensuring the compliance of bylaws and regulations necessary for the safe, economical, and efficient management and protection of operations and facilities.
- Assisting with the preparation of annual budgets and appropriations for the Water, Street, Park, Zoning, and Administrative Departments
- Authorizing invoices for timely payment and presenting such to the Fiscal Officer.
- Securing funds for improvements and repairs of all streets, alleys, lands, sidewalks, sewers, drains, ditches, culverts, streams, and water courses.
- Appointing employees, agents, clerks, and assistants to positions authorized by the Village Council with the approval of the Mayor in accordance with the O.R.C.
- Contracting, purchasing supplies and materials, and providing labor for any work not exceeding \$5,000.00 unless first authorized by the Enon Village Council.
- Performing inspections of the Village for code enforcement and project updates.
- Administrating zoning and planning procedures including plan reviews, permits, violation notices, variances, appeals, and code enforcement actions.
- Managing Village Parks including maintenance, land use agreements, and liability.
- Preparing and submitting grant and loan applications for capital improvement projects to OPWC, CDBG, Ohio EPA, ODNR, and ODOT.
- Managing the Village of Enon website including updates and revisions.
- Attending meetings of the Village council and other Village related functions.
- Scheduling regular staff meetings with employees for project updates.
- Performing other administrative duties as directed by the Mayor or Village Council.

III. SALARIES AND BENEFITS

The salary for this position shall be set by the Enon Village Council based on qualifications, longevity, and job performance. Salary increases shall be recommended by the Mayor to the Village Council. Benefits are outlined in the employee policy handbook.