

**JOB ANNOUNCEMENT
FULL TIME TOWNSHIP ADMINISTRATOR
BATAVIA TOWNSHIP, CLERMONT COUNTY, OHIO**

OVERVIEW OF POSITION RESPONSIBILITIES

The Township Administrator is responsible for managing the day-to-day activities of Batavia Township, the fastest growing township in Clermont County, which includes communicating closely with the Zoning Administrator and Service Department Director to ensure that the needs of our citizens and businesses are being effectively met. Working under the direction of the Board of Trustees and the Fiscal Officer, the Administrator will handle budgetary duties, including preparing and presenting the annual appropriations budget to the Board of Trustees for action. The Administrator will work closely with the Clermont County Sheriff's Office and Central Joint Fire District to ensure the township is fully covered by these departments for safety services; will coordinate with local agencies and non-profits on the use of our 71-acre park and community center for community events; and interact closely with other governmental agencies. The Administrator will implement the policies and procedures as adopted by the Board of Trustees and work toward administering the vision of the Board to make Batavia Township the first choice for families and companies to locate.

SALARY: Negotiable, dependent on experience, and includes excellent benefits package

Procedure for Applying:

Interested applicants shall submit a cover letter, resume and Batavia Township employment application. These required documents can be submitted via email, mail or in person to Jennifer Haley, Fiscal Officer at the following addresses:

In person or mail:

Batavia Township Community Center
Attn: Jennifer Haley, Fiscal Officer
1535 Clough Pike
Batavia, OH 45103

Via email:

JHaley@BataviaTownship.org

Applications are due by 4:30 p.m. on Tuesday, October 5, 2021. Late or incomplete submissions will not be accepted. The Batavia Township employment application can be accessed on our website at www.BataviaTownship.org.