

# **Job Description Batavia Township An Equal Opportunity Employer**

**Title: Township Administrator**

**Reports To: Township Board of Trustees**

**Employment Status: Full-Time**

**FISA Status: Exempt**

## **General Description**

Under direction of the Board of Trustees and consistent with the Ohio Revised Code, administers the activities of the Township; working closely with the Township Fiscal Officer develops and administers the Township budget; represents the Board of Trustees views to outside agencies; and performs other duties as assigned by the Board.

Must seek direction of the Board and plan specific steps to accomplish goals of the Board. It is the responsibility of the Administrator to bring matters of importance to the Trustees in meetings to find out the wishes of the Board.

## **Qualifications**

1. High level of knowledge concerning interpersonal relationships, planning / zoning, budget finance, and management / administration.
2. Considerable experience in local/township government and public administration.
3. Degree in Administration is preferred.
4. Valid Ohio driver's license.
5. Other prerequisites at the discretion of the board.

## **Responsibilities**

1. Take the lead role in seeing that the Township building is a productive, pleasant, welcoming place for employees to work and for residents to visit and conduct business.
2. Dedicates a sufficient portion of the workday promoting the township to potential businesses and residents through personal contact as well as making contact with businesses and agencies already in our Township. Develop relationships that will benefit both parties.

3. Take training pertaining to administration, zoning and zoning law, planning and urban development, as well as other related topics. See that other employees are made aware of similar opportunities.
4. Work closely with the Township Fiscal Officer, Zoning Administrator, and Maintenance/Service Director to make the operation of the Township more efficient. Provide for minimum delay and overall efficiency and accuracy.
5. Be the contact with agencies and organizations and report back to the Trustees on these contacts (time, date, results).
6. Have an open effective working relationship with the press and other media on an ongoing basis.
7. Attend functions within our Township such as county, village and school meetings all the while soliciting input from our residents.
8. Prepare well-written correspondence, furnish accurate reports, and submit timely informational items to the Trustees. Communicate in writing and verbally to the Trustees and on behalf of the Trustees all the while consulting with the Trustees to know their direction.
9. Develops plans and recommendations for capital improvements and long range planning.
10. Work with mathematical concepts such as probability and statistics and apply mathematical concepts to practical situations.
11. Administer overall work activities of co-workers, provide general direction and see that activities comply with Township policies. Work with all employees on the basis of mutual respect.

**Inherently hazardous or physically demanding working conditions:**

The employee must negotiate, use, or work in the vicinity of:

1. Medical and first aid.
2. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
3. Hazardous chemicals.

**General Duty: Safe and healthful workplace:**

1. Has contact with potentially violent or emotionally distraught persons.
2. Has exposure to potentially vicious animals.
3. Has exposure to hot, cold, wet, humid, or windy weather conditions.
4. Has exposure to hazardous driving conditions.
5. Has exposure to second-hand smoke.