

Sycamore Township
Job Description



Title: Township Administrator
Reports To: Board of Trustees
Hours: 8am-4:30pm (M-F) extra hours as required by evening meetings & special events
Salary: DOQ/DOE
FLSA: Exempt

Purpose: The Township Administrator is the Chief Administrative Officer of Sycamore Township and is responsible for the day-to-day execution of the operations of the Township.

Scope: The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the Township. This person will foster and promote a culture of accountability and continuous improvement with all departments and personnel, and continuously strive for excellence in serving residents. Duties of the positions are performed under the general direction of the Board of Trustees.

Education, Certification and Skills

- Capable of meeting all requirements of Ohio Revised Code Section 505.032.
- Bachelor's degree in Public Administration, Business Administration, or a related field, or significant prior professional public managerial experience preferably in local government.
- Member of ICMA, an ICMA credentialed manager is preferred.
- Highly proficient with computers and management information systems, especially Microsoft Office applications
- A strong team player; able to multi-task.
- Strong communication skills, verbal and written.

Primary Responsibilities

- Administers, enforces, and executes the policies and resolutions of the Board of Trustees.
- Supervises and directs the activities of the divisions of Township government under the control or jurisdiction of the Board.
- Ensures excellent service to residents, businesses, and other recipients of Township services.
- Supervises, mentors, and trains all Township employees in the administration and implementation of the policies and resolutions set forth by the Board of Trustees and engrains outstanding public service principles in the performance of their duties.
- Attends all meetings of the Board, other Township committees, and other meetings as requested by the Board. Provides a timely written summary of meeting results to the Board of Trustees when appropriate.
- Consults with the Fiscal Officer to advise the Board on the financial condition of the Township and assists the Fiscal Officer in the preparation of the annual budget.
- Recommends appropriate staffing levels and the use of outside contractors to the Trustees so Township projects are accomplished cost-effectively and within prescribed limits.
- Establishes and maintains effective and professional working relations with all employees, supervisors, department officials, elected officials, and the public.

- Communicates effectively with Township residents and businesses concerning Township governance.
- Maintains tact and courtesy when interacting with the public and employees.
- Maintains professional appearance and demeanor in meetings and in all public interactions.
- Maintains ongoing contact with the Hamilton County Sheriff's Office and other law enforcement agencies to maintain a positive relationship and understanding of the overall needs of the Township.
- Assists residents, developers, property owners, potential buyers, and others by explaining Township processes and regulations. Participates in understanding their needs and helps solve problems and provides focused follow-up.
- Develops and communicates strategic plans, budget strategies, and programs at the direction of the Board of Trustees for the efficient management of resources.
- Proposes ideas that improve productivity and organizational performance or result in cost or time savings for the Township.
- Demonstrates flexibility and cooperative attitude when faced with change.
- Passionate about developing the Township's image and identity and about providing outstanding customer service to all whom the Township serves.
- Maintains confidentiality of material.
- Continuously looks for economic development opportunities for both existing and potential Township businesses.
- Presents all organizational change recommendations to the Board of Trustees for approval.
- Performs any other tasks assigned by the Board of Trustees.

Qualifications

- Financial expertise including budgeting, cost analysis, and capital improvements, including the requirements of the Ohio Revised Code applicable to Townships.
- Experience with Economic Development Tools – Including Tax Increment Financing, Community Reinvestment Areas, Joint Economic Development Zone Administration, etc.
- Experience managing relationships and contract/union negotiations with public safety service organizations.
- Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- Comprehensive knowledge of Title 5 of the Ohio Revised Code.
- Possesses experience in building consensus, educating, leading, and creating the environment for effective decision-making by elected officials.

Additional Experience Helpful in Managing Township Operations:

- Safety Services (Police/Fire/ EMS)
- Public Works
- Parks and Recreation
- Planning and Zoning
- Previous experience with County Building Department inspections / permits, County development departments or organizations, and the like
- Township finances and debt
- Understanding of project management / procurement / consultant selection
- Understanding of infrastructure needs / enhancements
- Previous experience with a Community Improvement Corporation
- Understanding and experience at achieving a bond rating

- Experience with creating and implementing a department level budget
- Experience with analyzing and recommending debt restructuring opportunities
- Experience working with the state legislature including evidenced by testimony before legislative committees
- Familiarity with REDI Ohio, Ohio Means Jobs, Ohio PACE program, ESID districts or similar organizations in other states
- Experience in working with CDBG, LTIP, Local Let Projects, and SCIP funding sources.
- Experience with federal programs including the Census
- Direct experience with coordinated and shared services with other governmental entities
- Administration / analysis of utility aggregation programs (gas and electric)
- Experience with interconnected transportation infrastructure
- Electronic document management systems
- Health and property / casualty insurance - including risk management, self-insured health insurance

Physical Demands and Work Environment

The physical demands and work environment of this position are representative of those an employee encounters while performing essential functions of the job. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds. Various functions will require repetitive movements for extended periods of time and the potential to sit for an extended period of time. The duties of this job are performed in both a climate-controlled office setting with the potential of being out of doors in an uncontrolled setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sycamore Township is an Equal Opportunity Employer