

VILLAGE OF COLLEGE CORNER  
VILLAGE ADMINISTRATOR

**Responsibilities**

1. Responsible for the efficient and effective operation, coordination and oversight of services provided by the Village to include snow removal and street maintenance; mowing, maintenance of Village government and public buildings and facilities, park, and cemeteries; brush and leaf pick-up; storm and sanitary sewer systems and distribution water assets and shall supervise the improvement and repair of the above.
2. Make bylaws and regulations as deemed necessary for safe, economical, and efficient management and protection of the areas enumerated above under direct supervision. Such bylaws and regulations, when not inconsistent with Village ordinances and resolutions or the constitution of this state, shall have the same validity as ordinances.
3. Have the same powers and perform the same duties as Street Commissioners as prescribed by law, except as otherwise provided by Ohio Revised Code Sections 735.271 through 735.273.
4. They have the authority to make contracts, purchase supplies and materials and provide labor for any work under direct supervision involving not more than \$50,000. Contracts and purchases in excess of \$50,000 shall be made in conformance with Ohio Revised Code Sections 735.05 through 735.07 and all other relevant provisions of law.
5. Appoint officers, employees, agents, clerks, and assistants; provided such positions are first authorized by the legislative authority of the Village.
6. Directs, supervises, and coordinates work activities of all employees under direct supervision; and determines and assigns work projects as well as work schedules for said employees.
7. Create a supportive and responsive work environment for Village employees, which includes regular scheduled legislative meetings, employee evaluations and implementation of performance improvement plans.
8. Establish annual balance budget with Fiscal Officer, works to control cost and increase revenue and collection.
9. Assist in grant writing and management.
10. Receives residents' complaints and suggestions; works toward acceptable solutions.

### **Essential Job Functions**

1. Strength – Sedentary Work. Lifting, carrying, pushing, pulling 10 pounds occasionally. Mostly sitting may involve standing or walking for brief periods of time.
2. Stooping – Occasionally. Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
3. Crouching – Occasionally – Bending body downward and forward by bending legs and spine.
4. Reaching – Frequently. Extending hand(s) or arm(s) in any direction.
5. Handling – Frequently. Seizing, holding, grasping, turning or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand, such as to turn switch or shift automobile gears.
6. Fingering – Frequently. Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand(s) or arm(s) as in handling.
7. Talking – Frequently. Expressing or exchanging ideas by means of the spoken word to impart oral information to customers or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
8. Hearing – Frequently. Perceiving the nature of sounds by ear.
9. Near Acuity – Frequently. Clarity of vision at 20 inches or less.

### **Education Requirements**

Basic knowledge of language arts, math, and social sciences, plus specific vocational preparation to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job.

### **Work Environment**

Work is generally completed inside office facility, whether at the Village or at home.

### **Electronic and/or Motorized Equipment to be used**

Telephone, personal computer, printer, calculator, telefax machine, copy and scanner machine and postage equipment.

### **Physical and Mental Requirements**

Must have sufficient physical health to perform the essential functions, duties, and responsibilities of the job. Must be able to address work situations that; involve frequent changes of tasks using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure; involve adhering to and achieving exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; require preparing exact verbal and numerical records; require complying with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards; require interpersonal relationships in a job setting beyond giving and receiving work instructions. Must have acute consciousness of safety and positive attitude toward accident prevention and meet the safety equipment limitations of all tools and safety equipment required for this position.