



9090 Marietta Road, SE
Bremen, Ohio 43107
(740) 569-4788
<http://BremenVillage.com>

The Village of Bremen, Ohio invites applications for the position of:
Village Administrator
Part-Time, Permanent

FLSA Status: Exempt

ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to oversee the daily business activities and operations of the Village of Bremen in accordance with Ohio Revised Code Section 735.273, plus additional duties prescribed at the local level.

The Village Administrator manages the day-to-day business of the Village government and oversees Village's operations including public safety, streets, water and wastewater systems, utility billing, zoning compliance, and parks and recreation facilities including the community swimming pool. The Village Administrator executes the policies and legislation of the village council.

The VA is expected to:

- Perform all functions with the highest ethics and integrity.
- Perform as a team member with the mayor, village council, Fiscal Officer, and employees.
- Exhibit an exceptionally professional manner with residents and all business contacts.

The VA works at the pleasure of the Mayor and Council and will work closely with the fiscal officer. The VA operates with relative independence of action in planning and carrying out day-to-day activities.

This position is under the supervision of the Mayor.

The following are examples of the job duties but do not include all the possible tasks to be performed:

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

The Village Administrator shall perform the following:

Municipal Government Administration

- Attend all meetings of Village Council, Council Committees, and other meetings as directed.
- Regularly consult with the Mayor and Village Council concerning policy matters.
- Give monthly status report at council meetings about accomplishments, projects, personnel matters, etc.
- Ensure that Village operations function in accordance with state and federal regulations.
- Coordinate with the Village solicitor on preparation of Village legislation, contracts, and other legal matters.
- Develop long-term and short-term operational plans.

Human Resources and Personnel Management

- Manage the workforce development process (hiring, evaluating, disciplining, training, mentoring, etc.). Provide leadership and supervision to personnel.
- Assures team members are following the Village's policies, procedures, and rules.
- Review and approve employee timesheets each pay period.
- Monitor the performance of employees to assure deadlines are being met, quality performance is being maintained, and that the taxpayers are getting their money's worth.
- Advertise job openings and conduct employment interviews.
- Administer Village personnel policies.
- Ensure employees adhere to workplace safety standards.

Fiscal Management

- Assist with developing the Village's annual budget in collaboration with the fiscal officer, mayor, council, and employees.
- Review and process purchase order requests.
- Represent the Village along with the fiscal officer at meetings and hearings of the County Budget Commission.
- Make recommendations to Council for utility rate adjustments and other charges and fees.
- Supervise the collection and posting of all water/sewer revenue, monthly billing statements, and disconnect notices to delinquent accounts.
- Remain aware of the Village's financial status from reports generated by the Fiscal Officer, with respect to planning for anticipated expenditures during the fiscal year.
- Obtain price quotes from service providers/vendors for needed products/services.
- Research alternatives to achieve the desired results in the most cost-effective and practicable ways.

Contract Management

- Develop project specifications.
- Issue/advertise Requests for Qualifications (RFQs), Requests of Proposals (RFPs), and Requests for Bids (RFBs) when appropriate.
- Manage the consultant/contractor selection process and/or bidding process.
- Conduct bid openings, pre-construction meetings, and project status meetings.
- Anticipate the expiration of contracts and be proactive about keeping Council and the Mayor apprised of such.
- Execute contracts authorized by Council.

- Monitor the progress and quality of services rendered by contractors, consultants, and other service providers of the Village.

Infrastructure and Public Safety Administration

- Monitor the condition of the roads, lands, buildings, street trees and Village-owned utilities and identify needed projects, collaborate as needed with the appropriate Council committees, and oversee the development of those projects.
- Review and analyze project specifications and engineering drawings.
- Supervise improvements, maintenance and repairs of all streets, alleys, lands, sidewalks, sewers, drains, and public buildings and facilities.
- Assure that ongoing preventative maintenance occurs to the Village's buildings, equipment, and systems.
- Collaborate with civil engineers and other experts on infrastructure and development planning, design, construction management, and inspections.
- Identify potential funding opportunities for projects (including grants, loans, etc.).

Public Relations and Constituent Service

- Maintain a positive public relations program with the citizens of the Village and provide the best possible service to the citizens within budget limitations.
- Train employees about providing respectful, professional, positive service in all interactions between themselves and internal and external customers.
- Greet and meet with walk-in office visitors.
- Receive and handle public inquiries, input, and complaints from a variety of sources (e.g., email, mail, phone, in person).
- Assist the Fiscal Officer with processing public records requests.
- Produce the monthly community newsletter.
- Serve as the Administrator of the Village's social media accounts (if any).
- Maintain positive relationships with local media outlets. Issue news releases when appropriate.
- Make sure the Village website is updated with current information.

Organizational Management

- Develop ways to improve the efficiency and effectiveness of the organization.
- Coordinate work units and employees of the Village organization to accomplish tasks and projects.
- Take measures to continuously promote workplace safety and to cultivate that mindset with the employees.

- Collaborate with the Village's zoning inspector to uphold and enforce property maintenance standards and the zoning and planning process.

Interagency Coordination

- Serve as the Village's liaison with appropriate organizations, other local government entities, and county, state, and federal agencies.
- Represent and serve as liaison of the Village with other governmental and community agencies as may be assigned (i.e., the county regional planning commission and county health department advisory council).
- Collaborate with other government jurisdictions and agencies (other municipalities, township, county, state and federal) to achieve the village's goals.

Office Operations

- Oversee the Village's utility billing operations.
- Organize and maintain document files, research files to retrieve information, and manage archived files in accordance with established records retention policies and procedures.
- Prepare correspondence, letters, emails, and other documents as needed.

Other Aspects

- Be an advocate for the Village's economic development.
- Always reflect a positive image of the Village of Bremen.
- Perform other duties as assigned by the Mayor.
- Manage the land development process such as: Meet with project sponsors and explain the Village's policies and procedures, make sure proposals and plans receive appropriate reviews internally, assure project sponsors have obtained the appropriate permits and approvals.
- Implement and enforce bylaws and regulations necessary for the safe, economical, and efficient management and protection of all the Village's operations and facilities.
- Attend trainings, seminars, and workshops to stay up to date on laws and regulations relating to municipal government operations and public administration.
- Maintain confidentiality of sensitive information about citizens, village employees and elected officials.
- Remain vigilant about potential financial and legal liabilities to the Village, take corrective measures, and/or consult with the Mayor and Council about how to address a situation.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality service the public expects.

JOB SETTING:

The duties of this position will be performed primarily indoors in a professional office setting, plus monitoring the condition of Village streets, utilities, and properties, assisting village crews with their projects, inspecting project sites for conformance with specifications and expectations, occasional

errands away from the office. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

EMOTIONAL DEMANDS:

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| 1) Interaction with constituents | Frequently |
| 2) Deadlines under pressure | Frequently |
| 3) Switching between multiple tasks | Frequently |
| 4) Ongoing scrutiny by citizens | Frequently |
| 5) Irregular work hours | Frequently |
| 6) Working alone | Frequently |
| 7) Speaking in front of groups | Occasionally |
| 8) Dealing with differing priorities among the elected officials | Occasionally |

PHYSICAL DEMANDS:

- | | |
|---------------------|---|
| 1) Bending | 5-15% |
| 2) Crouching | 5-15% |
| 3) Reaching | 5-15% |
| 4) Standing | 5-15% |
| 5) Walking | 5-15% |
| 6) Sitting | 75-100% |
| 7) Lifting/Carrying | 5-15% (Maximum weight to be lifted 25 lbs.) |
| 8) Keyboarding | 10-95% |

Occasional use of a Village vehicle requires a valid Ohio driver's license and a driving record that permits insurability by the Village insurance provider. All Village work areas including vehicles are smoke and drug-free environments.

MINIMUM REQUIREMENTS:

A bachelor's degree or equivalent experience in public administration, business administration, civil engineering or a related field, or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

Knowledge of:

- Business English, spelling, grammar.
- Arithmetic, including algebra and geometry.
- Principles and practices of public finance and budgeting.
- Fundamental banking procedures.
- Ohio's public record and sunshine laws.
- Effective governmental record-keeping practices and procedures.
- Municipal government operations and organization.
- Public infrastructure maintenance and construction.
- Municipal utility management.
- Relevant federal and state laws, requirements, and standards concerning public administration-related issues.

- Modern office practices, procedures, and equipment.
- Microsoft Office software, especially Word, Excel, PowerPoint, and Access.

Skilled in:

- Personnel management, workforce development, and team building.
- Consensus building, problem solving, and facilitating conflict resolution.
- Comprehending numerical data.
- Well-developed interpersonal and communications skills to establish and maintain effective working relationships with other employees, officials, vendors, and the public, negotiate effectively and to deal with public relations problems courteously and tactfully.

- Good customer service skills (in person, phone, email).
- Identifying alternative solutions or approaches to problems, and then using logic and reasoning to identify strengths and weaknesses of those alternatives.
- Using personal computer and common office machinery and equipment, digital cameras.
- Good planning and organizational skills.
- Both verbal and written communications, using proper English grammar.
- Following written and oral instructions.
- Using Microsoft Office software proficiently, especially Word, Excel, and PowerPoint.

Ability to:

- Communicate effectively, both orally and in writing, in the English language.
- Interpret and apply relevant laws, codes, and regulations.
- Attend meetings at times outside of normal business hours.
- Be on twenty-four-hour call status for public service emergencies.
- Compile and evaluate numerical and qualitative data.
- Compose correspondence and perform office management details without assistance.
- Make responsible decisions in accordance with established policies and procedures.
- Speak and express ideas in a public and/or group setting.
- Make mathematical computations using whole numbers, fractions, and decimals.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given. Self-initiative.
- Apply problem solving skills and perform critical thinking.
- Use a personal computer and Microsoft Office software effectively.
- Operate office machines effectively.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- Exercise independent judgement, and deal with many variables and determine specific action.
- Deal tactfully and courteously with the public.
- Prioritize to handle multiple time demands and deadlines.
- Abide by confidentiality requirements.
- Meet the emotional and physical demands as described and characterized above, to successfully perform the functions of this position.

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- Residence within the Village of Bremen's corporate limits, but this requirement may be waived by Village Council.
- Must be bondable.
- Must pass a pre-employment drug/alcohol screen and criminal background check.
- Ability to meet the physical and emotional demands to successfully perform the functions of this position, under the range of environmental conditions as described and characterized above.

ADDITIONAL DESIREABLE ATTRIBUTES:

- Proven track record working in a fast-paced environment balancing multiple projects and meeting deadlines.
- Familiarity with Village of Bremen's government policies and procedures.
- Work experience with public infrastructure maintenance and construction, municipal utility management, strategic planning, land development, economic development, grant writing and project administration.
- Understanding of public administration laws and issues.
- Experience with municipal finance administration.
- Politically astute while being apolitical.
- Familiarity with the Uniform Accounting Network (UAN) software.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION:

The rate of pay and benefits are negotiable, depending on candidate's qualifications, within the range set by the Village Council.

HOW TO APPLY:

To apply, submit a completed village application form to: Village of Bremen, P.O. Box 127, Bremen, Ohio 43107, or drop it off at the municipal building, 9090 Marietta Road SE, between the hours of 9:00 a.m. and 3:00 p.m.

The application form can be obtained either at the village office or online at www.BremenVillage.com/job-app.form.pdf

The Village of Bremen is an Equal Opportunity Employer

