

# BOARDMAN TOWNSHIP

An Equal Opportunity Employer

Page 1 of 4

## POSITION DESCRIPTION

|                       |                   |   |           |
|-----------------------|-------------------|---|-----------|
| <b>Employee Name:</b> |                   | <b>Position Title:</b> Township Administrator |           |
| <b>Class Number:</b>  |                   | <b>Class Title:</b>                           |           |
| <b>Dept./Div.:</b>    | Administration    | <b>Employment Status:</b>                     | Full-time |
| <b>Reports to:</b>    | Board of Trustees | <b>FLSA Status; Pay:</b>                      | Exempt    |
| <b>Normal Hours:</b>  |                   | <b>EEO Status:</b>                            | 01        |

**GENERAL DESCRIPTION:** In addition to the following, performs other related duties as required.

Under administrative direction of the Board of Trustees, the Township Administrator plans, coordinates, and directs the overall operations of the Township; manages and supervises all departments and their employees; recommends requirements for employment and promotion; selects and appoints new employees; recommends and implements discipline and pay assignment; evaluates employee performance and measurement; assists with the development of policy; participates in personnel and labor relations activities; authorizes leave requests; handles employee complaints.

### **QUALIFICATIONS: (example of acceptable qualifications)**

Possession of a bachelor's degree or higher in public administration, business, management, or a related discipline; five (5) years of progressive management and supervisory experience, or equivalent combination of education, training, and/or experience which provides the required knowledge, skills, and abilities.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain insurability under the Township's insurance policy.

### **EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive:)**

Personal computer, printer, copy machine, fax machine, and other standard modern/business office equipment; proficient in applicable computer software.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.).

**Note:** In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work. However, this position requires the ability to lift files, open filing cabinets and bend or stand as necessary. The employee is periodically required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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Developed by:

Clemans, Nelson & Associates, Inc.

Akron, Ohio 44319

Date Adopted:

Date Revised:

4868-7125-0366, v. 1

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Page 2 of 4

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Plans, coordinates, and directs the overall operations of the Township; manages and supervises all departments and their employees; recommends requirements for employment and promotion; selects and appoints new employees; recommends and implements discipline and pay assignment; evaluates employee performance and measurement; assists with the development of policy; participates in personnel and labor relations activities; authorizes leave requests; handles employee complaints.
2. Coordinates Township budget procedures; works with Fiscal Officer in preparing annual budget; reviews budgets of department heads; develops uniform budget system and forms; prepares analysis and summary of all budget requests for the Board of Trustees' review and makes recommendations; monitors appropriations and expenditures.
3. Performs administrative duties for the Board of Trustees; determines agenda and recommends measures for adoption for Trustees' meetings; attends regular and special sessions of the Board of Trustees; schedules appointments for Trustees; researches and prepares background data and information for items on agenda for Trustees' review; prepares and submits reports; works with Trustees on long-range and strategic planning; administers Township pay plan; analyzes wage and salary reports and data to determine and administer competitive compensation plan; directs implementation and administration of Township benefits program (i.e., researches and administers health and life insurance, sick leave, workers' compensation, etc.).
4. Serves as project manager for capital improvement and development projects; researches need for capital improvement and development projects; develops detailed plans for projects in conjunction with the Trustees and department heads; prepares and publishes bid notices; obtains bids for projects; reviews bids and prepares recommendations to the Trustees; serves as grant administrator for various grant projects (i.e., researches grants, prepares documentation, follows up on implementation, etc.).
5. Represents the Board of Trustees before public officials, general public, businesses, and various community agencies; receives and resolves problems and complaints from public; prepares press releases and statements on behalf of the Trustees; attends various Township functions and events.
6. Participates in collective bargaining activities and contract administration on behalf of the Board of Trustees (e.g., serves on the administration negotiations team; evaluates grievances and responds to grievances; attends labor-management meetings; etc.).

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Page 3 of 4

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7. Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

8. Performs other related duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** All aspects of township budgeting; finance; economics; inventory control; purchasing; geographic layout of jurisdiction; government structure and process; government grant programs; labor market data and employment trends; agency goals and objectives; agency policies and procedures; federal, state, and local laws; public relations; media relations; community resources and services; Ohio Revised Code; English grammar and spelling; records management; labor relations; employee training and development; personnel administration; supervisory principles and practices; office management; public administration; business administration; local geographical area.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; deal with many variables and determine specific action; apply management principles to solve agency problems; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

### POSITIONS DIRECTLY SUPERVISED:

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)