

JOB NOTICE – Part Time Village Administrator



JOB OVERVIEW								
JOB TITLE		Village Administrator/Zoning Officer			DATE LISTED		10/13/2023	
JOB LOCATION		232 W. Main St, Russia OH 45363						
JOB DESCRIPTION		<p>Responsibilities will include having basic knowledge of the village infrastructure and operations, and maintaining exceptional communication and coordination with all village employees. Position includes applying for grant opportunities, and assisting the fiscal officer with preparing the fiscal budget, 5-year forecast, and utility billing. Administrator will serve as coordinator of any new commercial and residential opportunities within the village as well as subcontracting out work as needed. Responsibilities also include purchasing and procurement of needed equipment and tools for the village.</p> <p>Other responsibilities include maintaining personnel records, proper record management, and preparing and maintaining various governmental reporting. Organizational skills and effective time management and prioritization and coordination of responsibilities are essential.</p> <p>Village Administrator works closely with the Fiscal Officer, Mayor and Council in planning for the future. Person will be a representative of the Village to the public and to other governmental agencies. Attendance is required at meetings as needed where professionalism will be essential. Effective and professional communications to village residents and businesses are required using various methods, and may include mailings, social media, notices, or direct contact. Other responsibilities may be assigned as needed.</p> <p>Knowledge of the Village of Russia Zoning Code and Personnel Policy is required along with the ability to supervise according to our current village policies.</p> <p>Pay will be commensurate with experience and qualifications. Hours are flexible due to nature of the position.</p>						
DEPARTMENT		Administration			REPORTS TO:		Mayor, Village of Russia	
POSITION DETAILS								
<input type="checkbox"/> FULL TIME		<input checked="" type="checkbox"/> PART TIME		20-25 HOURS PER WEEK. HOURS ARE FLEXIBLE AND VARIED. THIS IS AN HOURLY POSITION. PAY RANGE \$25-\$30/HOUR DEPENDING ON QUALIFICATIONS.				
<input type="checkbox"/> CONTRACTOR		<input type="checkbox"/> INTERN		<input type="checkbox"/> EXEMPT		<input checked="" type="checkbox"/> NON-EXEMPT		
BENEFITS		OPERS (Retirement plan)						
WORK EXPERIENCE REQUIREMENTS		Previous experience of being a highly self-directed employee with managerial or purchasing responsibilities is highly encouraged. Professional and effective communication skills along with functional social media skills are desirable.						

EDUCATION REQUIREMENTS	<ul style="list-style-type: none">• High School Diploma. Associates degree preferred.
ADDITIONAL COMMENTS	<ul style="list-style-type: none">• Pay period is every 2 weeks.• Cell phone reimbursement will be given as per Village of Russia Personnel Policy.
HOW TO APPLY	<ul style="list-style-type: none">• Applications can be found at: https://russiaoh.com/government.• Please email applications to: fiscalofficer@russiaoh.com.• Or mail to: Fiscal Officer, Village of Russia, PO Box 305, Russia, OH 45363