

# *Village of Centerburg*

## *"In The Heart of Ohio"*

Greg Sands, Mayor  
740-625-7808  
mayor@centerburgoh.org

M. Joseph Hardin, Village Administrator  
740-625-6075  
administrator@centerburgoh.org

### **The Village of Centerburg is looking for qualified candidates for the position of Village Administrator. Resumes will be accepted until 8-31-2022 at 12PM.**

POSITION TITLE: Village Administrator (Full Time)

#### POSITION DESCRIPTION:

Working at the pleasure of Village Mayor and Council, the Village Administrator shall have the powers duties prescribed by Ohio Revised Code 735.273 and Village of Centerburg Codified Ordinance 135.01.

#### RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- Professional oversight of all municipal operations such as fiscal/billing administration, streets, wastewater, stormwater, and facilities.
- Supervision of all Village personnel including hiring, evaluations, disciplinary actions, and daily work direction.
- Comprehensive understanding of Ohio Revised Code, Codified Ordinance, and general municipal policies/procedures and the implementation thereof.
- Attends, organizes, and provides guidance to all Village Committees/Boards such as: Public Safety, Public Service, Revitalization, Zoning, Planning, Administrative, Records, and Tax.
- Manages public projects such as: treatment works improvements, sanitary/storm collections systems repairs or installations, street resurfacing/replacement, facilities repairs/improvements/new builds.
- Understands government fund accounting and works with Fiscal Officer to establish annual budgets.
- Proficient in grant writing to obtain funding for Village projects to various entities such as: CDBG, OPWC, OEPA, ODOT, FEMA, Knox County Foundation, Area Development Foundation, etc.
- Works with local agencies such as law enforcement, fire/ems, school district, county ema, etc.
- Responds to public emergencies as needed. Understands National Incident Management System and Incident Command System. Available on-call 24 hours for other emergencies such as wastewater treatment plant issues, system collection problems, street emergencies.
- Understands underground utilities, line locating, wastewater treatment operations, SCADA software.
- Material and product purchasing through vendors, contracts, and state procurement programs.
- Performs field work as needed when employees are on vacation, sick, etc.

#### MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Valid Ohio Driver's license with a safe driving record
- Perform a pre-employment background check and drug screening

#### DESIRABLE QUALIFICATIONS AND EXPERIENCE:

- Previous experience in municipal administration, public works, utility operations.
- OEPA Wastewater Treatment Certification.
- Knowledge of public administration, utilities, streets, and municipal operations, wastewater treatment/collections.



**RESIDENCY:**

It is preferred that the Village Administrator reside in the Village of Centerburg.

**SALARY:**

Salary will be commensurate with experience with an anticipated range starting at \$65,000 per year. Benefits package will be included.

**HOW TO APPLY:**

To apply, please submit a resume to: Village of Centerburg Administrator, P.O. Box D, Centerburg Ohio 43011 or email to [administrator@centerburgoh.org](mailto:administrator@centerburgoh.org).

