



JOB TITLE: Township Administrator
DEPARTMENT: Administration
CLASSIFICATION: Full-Time
FSLA STATUS: Exempt

MIAMI TOWNSHIP ADMINISTRATION
Job Description

POSITION SUMMARY

The role of the Township Administrator is to assist in the administration, enforcement, and execution of the policies and resolutions of the Board of Township Trustees. The Administrator is responsible for overseeing the day-to-day operations, functions, and activities of the Township.

REPORTING RELATIONSHIPS

- Reports to the Township Board of Trustees

SUPERVISION EXERCISED

- Manages and directs the daily operations of all Township departments and divisions.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration or a closely related field.
- Considerable experience in Township, County, or Municipal government.

PREFERRED QUALIFICATIONS

- Recent experience in Township government with a focus on economic development.
- Graduate degree in Public Administration or a closely related field.

ESSENTIAL FUNCTIONS AND DUTIES

- Direct work activities of Department Heads and Supervisors.
- Issue directives, interpret policy, provide direction, and ensure that work activities comply with Board of Trustee policy and resolutions.
- Establish policies subject to the approval of the Board.
- Attend Board of Trustee meetings, Township committees, and other meetings as requested by the Board.
- Establishes and maintains effective working relationships with all Township employees, department heads, elected officials, and the public.
- Continuously seeks economic development opportunities within the Township.
- Management and coordination of roadway and infrastructure projects.
- Coordinate collective bargaining activities and serve as Chief Labor Relations Officer representing the Board in labor negotiations and overall labor relations.
- Coordinates with Department Heads to prepare the annual Township budget.
- Monitor the financial activity of each department and administer purchasing function.





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- Serve as liaison between Board of Trustees and other governmental agencies and groups representing a common interest with Township affairs.
- Represent the Board of Trustees in meetings, conferences, and hearings.
- Provide testimony and information, prepare correspondence, and respond to communication on behalf of the Board.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public personnel management, administration, and labor relations
- Knowledge of public budgeting and finance, planning and zoning, and public safety administration
- Thorough knowledge of Title 5 - Townships of the Ohio Revised Code
- Thorough knowledge of economic development, engineering and public works
- Thorough knowledge of risk management
- Thorough knowledge of grant administration and grant writing
- Skill in effective decision making
- Skill in carrying out programs and policies
- Ability to establish and maintain effective communication and working relationships with the elected officials, general public, supervisors, co-workers, press and other mass media
- Ability to analyze and evaluate public programs and design and implement new programs as needed
- Ability to apply management principles to practical work situations
- Ability to prepare meaningful, concise and accurate reports and directives
- Ability to handle sensitive issues with public officials, employees and the general public
- Ability to resolve complaints from residents
- Ability to solve complex problems

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.

DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical





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demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.

Signature Printed Name Date

DATES AND APPROVALS

Authorized by:

Signature Printed Name Date

