

**GREEN TOWNSHIP  
TOWNSHIP ADMINISTRATOR  
JOB DESCRIPTION**

**AUTHORITY:** Under guidance of the Board of Trustees, manages the administration of Green Township government as prescribed by Ohio Revised Code Section 505.032.

**EXAMPLES OF DUTIES:** The duties performed by the Township Administrator include, but are not limited to, the following:

1. Plans, coordinates, directs and participates in the development and implementation of goals, objectives, policies, and procedures.
2. Administers, enforces, and executes the policies and resolutions of the Board of Trustees.
3. Confers with the Board of Trustees in the determination of basic policies and programs; prepares and presents reports of Township operations, procedures and special problems and recommends measures for adoption to the Board of Trustees. Prepares and submits to the Board of Trustees such reports as are required by the Board or as he/she considers advisable.
4. Directs the preparation and administration of a comprehensive annual budget providing for the balancing of revenues and expenditures. Keeps the Board of Trustees fully advised on the financial conditions of the Township, preparing and submitting a budget for the next fiscal year.
5. Works cooperatively with the fiscal officer in developing budgets that support operating plans and submits them to the Board of Trustees for approval.
6. Ensures that staff practices all appropriate accounting controls and procedures in compliance with government accounting standards.
7. Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest, or potential interest, in affairs of Township concern.
8. Confers with department heads concerning administrative and operational problems; makes appropriate decisions and/or recommendations. Supervises and directs the activities of the affairs of the divisions of Green Township government under the control or jurisdiction of the Board of Trustees.
9. Represents the Township at a variety of meetings and public functions as required and attends all meetings of the Board of Trustees at which his/her attendance is required.
10. Coordinates Township activities with other governmental agencies and outside organizations.
11. Selects, supervises, trains, and evaluates staff.

12. Oversees the competitive bidding process for Township activities: reviews the preparation of specifications, RFPs, and advertisements; conducts bid openings and pre-bid conferences, makes recommendations on awards, and checks references.

13. Develops strategic short and long range plans; reviews and analyzes appropriate data and prepares studies and reports; makes recommendations as the Board deems necessary.

14. Oversees the operations of the Township and manages compliance with legal and regulatory requirements.

15. Performs such additional related duties as assigned or as the Board of Trustees may determine by resolution.

**QUALIFICATIONS:** The Administrator shall possess the following qualifications:

1. Knowledge of modern township administrative methods and procedures; organization and functions; current social, political, and economic trends and operating problems of county/municipal/township government; applicable Federal and State laws, rules, and regulations regarding local government operations; principles of effective public relations and inter-relationships with community groups and agencies, private businesses and firms, and other levels of government.

2. Ability to interact effectively with the public and employees. provide effective leadership and coordinate the activities of the Township; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly, and adopt an effective course of action; serve effectively as the administrative agent of the Board of Trustees; select, supervise, train, and evaluate staff.

3. Possess any combination of training and experience that provides the required knowledge, skills, and abilities. Typical education, would include a bachelor's degree, master's degree (preferred) from an accredited college, university, or equivalent with major course work in public or business administration, or a closely related field.

4. Experience in public service; typical experience would include five years of progressively responsible relevant experience in an administrative, managerial, or senior staff capacity, in a substantially sized county/municipal/township organization. Experience must include service as either Administrator, Assistant Administrator, Development Director or Budget Director.

**HOURS OF WORK:** As an exempt position for Fair Labor Standards Act purposes, hours worked will vary. A minimum of forty hours a week is expected. Days and hours may vary as set by the Board of Trustees.

### **Proposed Salary & Benefits**

- Salary range \$120,000 to \$140,000
- One week vacation for balance of 2016
- Three week vacation effective 1/1/2017
- Five week vacation effective 1/1/2018
- Sick leave bank of five days upon hiring
- Sick leave accrued at rate of 1.25 days per month effective 9/1/2016
- Vehicle available during work day, but not taken home
- Cellular phone
- Laptop computer
- Professional and work-related organization membership fees paid

**GREEN TOWNSHIP  
HAMILTON COUNTY, OHIO**

**APPLICATION FOR EMPLOYMENT  
AS TOWNSHIP ADMINISTRATOR**

**NAME** \_\_\_\_\_

**PRESENT ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**POSITION/TITLE**            **TOWNSHIP ADMINISTRATOR**

**SALARY DESIRED** \_\_\_\_\_

**Are You Employed Now?**     **Yes**             **No**

**If so, may we inquire of your present employer?**     **Yes**             **No**

**NAME OF PRESENT EMPLOYER**

\_\_\_\_\_

**REFERENCES: List Below the Names of Three Persons Not Related To You.**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Email Address</b>	<b>Years Acquainted</b>

**APPLICANT'S RESUME MUST BE ATTACHED TO THIS APPLICATION**

**Certification and Release**

**I hereby authorize investigation of all statements contained in this application and the attached Resume. I certify that to the best of my knowledge and belief all information provided by me in support of my application for employment is complete and accurate. I authorize any present or former employer, and its agents to answer any and all questions posed by Green Township, and to release or provide any information within their knowledge or records.**

**APPLICANT'S SIGNATURE**

**Date**

**Instructions on Submission of Applications**

**Applications for Township Administrator must be submitted by June 27, 2016. They may be emailed to Triffon Callos, Chairman of the Board of Trustees at [tcалlos@greentwp.org](mailto:tcалlos@greentwp.org), or by mail to Green Township, Attn: Chairman of the Board, 6303 Harrison Avenue, Cincinnati, OH 45247.**

**All submissions are public records.**

**Green Township is an equal opportunity employer.**