



Village of Russells Point

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August 21, 2025

JOB POSTING

Location: Village of Russells Point

Position: Village Administrator

Application Deadline: September 5, 2025

The Village of Russells Point seeks an experienced, dynamic leader for the position of Village Administrator. This full-time role requires strong leadership, strategic planning, and proven local government experience. The Administrator will oversee daily operations, public services, budgeting, infrastructure, and community development. Ideal candidates will demonstrate exceptional communication skills, integrity, and a commitment to transparent, efficient governance. Prior experience in municipal management is highly preferred.

Join a dedicated team working to serve and grow our vibrant lakeside community. Competitive salary and benefits offered.

To apply, submit resume and cover letter directly to the Russells Point Municipal Building, during our normal business hours of 9:00am-4:30pm (Closed Weekends & Wednesdays) or email those materials to Mayor John Huffman at: mayor@russellspoint-oh.gov.

Applications will be accepted until 4:30pm on Friday, September 5, 2025.

The Village of Russells Point is an Equal Opportunity Employer.

Email: mayor@russellspoint-oh.gov Phone: 937-843-2245 extension 7

ORDINANCE NO:25-1247

AN ORDINANCE ESTABLISHING THE POSITION OF VILLAGE ADMINISTRATOR, APPOINTING AN INTERIM VILLAGE ADMINISTRATOR, AND DECLARING AN EMERGENCY

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Russells Point, Ohio:

WHEREAS, the Mayor and Council believe it in the best interest of the Village for the establishment and appointment of the position of Village Administrator;

WHEREAS, the Mayor and Council wish to appoint a Village Administrator;

WHEREAS, the Village of Russells Point wishes to appoint an interim Village Administrator to serve in the role of Village Administrator until a permanent Village Administrator can be appointed;

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Russells Point, Ohio:

SECTION 1: ESTABLISHMENT OF VILLAGE ADMINISTRATOR

A. ESTABLISHED.

In accordance with Ohio R.C. 735.271 there is hereby created the position of Village Administrator within the Village of Russells Point.

B. POWERS; DUTIES; FUNCTIONS.

The Village Administrator shall have those powers, duties and functions as provided by the general laws of the State of Ohio, and, in addition thereto, to the extent permitted by law, shall have the following powers, duties, and functions:

(a) Manage and supervise the water of the Village, including the making of by-laws and regulations, to the extent not repugnant to municipal ordinance and resolutions, deemed necessary by him for the safe, economical and efficient management and protection of such water. Further, the Village Administrator shall supervise and coordinate with the Logan County Sewer District regarding the treatment of wastewater.

(b) Manage and supervise the improvement and repair of streets, alleys, public lands, bridges, sidewalks, sewers, water lines, drains, ditches, culverts and water courses within the Village, including the lighting, sprinkling and cleaning of all streets, alleys and public buildings and places.

(c) Appoint to positions authorized by Council, after prior approval in writing by the Mayor, agents, clerks and assistants and file said appointments in writing, together with the written approval of the Mayor, with the Clerk-Treasurer.

(d) Be the purchasing agent for those Village offices, departments, and divisions assigned by the Mayor and Council and shall make contracts, purchase supplies and materials and provide labor for any work under their supervision, all in accordance with the provisions of Ohio R.C. 731.141 and other applicable statutory provisions, and incidental to said powers, duties and functions, to the extent not repugnant to the ordinances of the Village, shall promulgate written rules and procedures to be followed by all Village officers and employees relative to the requisitioning of supplies, materials and work for their respective offices, departments, and divisions, the Village Administrator shall obtain Council approval of the purchase of any capital improvements which cost more than five thousand dollars (\$5,000.00) unless in the Village Administrator's opinion an emergency situation has arisen whereby the purchase of a capital improvement exceeding said amount is necessary before Council can be obtained.

(e) Supervise and coordinate those offices and departments of the Village, as assigned by the Mayor or Council.

(f) Perform or cause to be performed such special tasks as may from time to time be assigned by the Mayor or Council.

C. BOARD OF TRUSTEES ABOLISHED.

After the effective date of this section, the appointment of the Village Administrator by the Mayor, and their confirmation by the Council, the Board of Trustees of Public Affairs shall be automatically abolished in accordance with the provisions of Ohio R.C. 735.272. Any remaining references in these Codified Ordinances to Board of Trustees of Public Affairs shall henceforth mean Village Administrator.

D. DUTIES AND RESPONSIBILITIES.

(a) Areas of Responsibilities.

(1) General. The Administrator shall direct and coordinate administration of the Water and Street Departments of the Village of Russells Point in accordance with policies determined by the Mayor and Council. Further, the Administrator shall direct and coordinate the treatment and disposal of wastewater pursuant to Village agreements and/or ordinances.

(2) Supervision received. The Administrator shall work under the general supervision and control of the Mayor and as directed by the Mayor and Council.

(3) Qualifications.

A. Character. The Village Administrator must be of excellent moral character and reputation and be a good manager of resources, a leader of employees, and capable of carrying out the duties and responsibilities of their office.

B. Residency requirements. The Village Administrator for the Village of Russells Point is permitted to reside outside of the Village of Russells Point. Due to the necessity of the Village Administrator being able to respond to emergencies in the Village of Russells Point, the Village Administrator shall reside within fifty (50) miles of the Village of Russells Point unless specifically permitted by the Council of the Village of Russells Point. It shall be the policy of the Village of Russells Point that proximity to the Village shall not be the determining factor, but may be a factor given weight in the selection of Village Administrator.

(4) Bond. Before assuming the position, the Administrator shall qualify for and obtain a fidelity bond in the amount of one hundred thousand dollars (\$100,000.00), conditioned upon the faithful performance of their duties, with an insurance corporation satisfactory to Council and licensed to do business in the State of Ohio as surety. Such bond shall be filed with the Village Clerk after being approved by Council. The cost of such bond shall be borne by the Village.

(b) Duties and Responsibilities.

(1) Ohio Revised Code Section 735.273.

A. The Administrator shall have all those duties set forth in Ohio Revised Code Section 735.273, and as amended and/or recodified.

(2) Planning

A. Develop short term and long-range plans to carry out the policies of the departments of the Village assigned to him as their responsibility.

B. Act as a technical advisor to the Mayor and Council.

C. Be responsible for administration of internal practices and procedures consistent with policies set forth by Council.

D. Perform all related duties in planning and budgeting, maintaining organizational efficiency and accomplishing a high quality of service and programs in the departments assigned to him.

- E. Attend all Council meetings and any Council Committee meetings as requested where requested by a majority of that Committee or the Mayor.
- F. Other duties as assigned by the Mayor or Council and as to be described

in an official job description for the position.

(3) Financial.

- A. Direct and assist in the preparation of the operational and other budgets for their department for presentation to Council and organizational staff.
- B. Safeguard the monies and properties of the Village at all times.
- C. Assume full responsibility for all charges for services and billings to customers of the water and wastewater departments, also for all other collection in the area of responsibility that relates to their office.
- D. Review and analyze variations for the policies and budget and if necessary request action by Council to permit implementing alternate plans.

(4) Staff.

- A. Recommend to the Mayor additions to or deletions from departments for which they are responsible.
- B. Develop personnel and assure that they are trained for their work.
- C. Delegate responsibility and corresponding authority to the lowest level consistent with good operational practice..
- D. Counsel and advise employees both in a professional and personal manner.
- E. Reviewing rights and welfare of the employees assuring that safety rules and practices are enforced for the protection of the physical, mental and emotional wellbeing of the persons serviced in conformance with all laws and professionally accepted practices.

(5) Operation.

- A. Manage and administer, directly or through their staff, the day-today affairs of those departments of the Village assigned to him.
- B. Make administrative checks as are required to assure the effectiveness and reliability of their organizational system and procedures.
- C. Maintain a perpetual inventory of all Village properties and equipment. Take a physical inventory annually.
- D. Responsible for directing and controlling operations of all water, wastewater and street departments.
- E. Collect data and follow-up on items pertaining to the Village as requested by a majority vote of Council or the Mayor.

(6) Public relations.

- A. Maintain a positive public relations program with the citizens of the Village and provide the best possible service to the citizens within budgeting limitations.
- B. Be responsible for communications involving citizens complaints and other informational demands as assigned by Mayor or Council in a timely fashion.

(7) Reporting responsibilities. The Village Administrator will be responsible for a report to Council at Council meetings concerning the state of the Village. This report should include any of these applicable areas:

- A. Departmental budgets.
- B. Short term and long-term plans or projects.
- C. Information requested by Council.
- D. Citizen complaints.
- E. Recommended rules and regulations for departments.
- F. Recommendations for additions or deletions to Village employees.

E. COMPENSATION; GENERAL DUTIES; BOND AND BENEFITS.

(a) The salary of the Village Administrator shall be as determined by Council from time to time per annum, payable in equal biweekly installments during the calendar year.

(b) The position of the Village Administrator shall be a full-time position and shall be entitled to all benefits to which all other full-time Village employees are entitled.

(c) The duties and responsibilities of the Village Administrator are defined herein, as set forth in the Ohio Revised Code, and as assigned by the Village Council or Mayor.

(d) The Village Administrator shall give bond in the sum of one hundred thousand dollars (\$100,000) with the cost of the premium of said bond being paid by the Village.

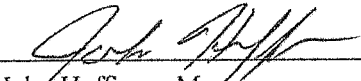
SECTION 11:

That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this council and that all deliberations of this Council, and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of the Ohio Revised Code.

SECTION 111:

This Ordinance is hereby found to be an emergency necessary for the public welfare because the Village administration requires uninterrupted leadership for ongoing and future matters to provide the services necessary to the general public health, safety, and welfare. Further, the appointment of an interim Village Administrator is deemed to be an emergency in order to safeguard the general public health, safety, and welfare, and to allow the benefit of a Village Administrator during the time period in which the Village Council can review qualifications and make a final appointment. This Ordinance shall take effect and be in full force immediately upon passage.

Passed in Council this day of, 2024.



John Huffman, Mayor

ATTEST:



Fiscal Officer

Approved as to form this th day of 202 .

Is/ Daniel L. Bey, Esq.

Village Solicitor