

# **Village Administrator-Village of Mt. Sterling**

## **Duties of Work (Non-inclusive)**

The village administrator is appointed by the mayor with councils' approval.

Oversees the village and its employees.

(O.R.C. 735)

Manages any public utilities and collects any rents from them.

Pass bylaws and regulations relating to utilities.

Supervises the maintenance of public places, streets and sidewalks.

Fiscal management of resources appropriated by council.

Final preparation of an annual budget for the operation and maintenance of the water and wastewater plants, town hall, annex, maintenance garage area, and village streets.

Appoint employees for positions authorized by village council, with the mayor's approval.

Evaluating village employees.

Provide operator and safety training for employees.

Requesting bids, getting contracts and awarding contracts for needed village repairs, services and/or equipment.

Purchasing equipment and supplies for the operation and maintenance of the village's infrastructure and buildings.

Ensuring compliance with all EPA requirements to ensure a safe and healthy water supply.

Ensuring compliance with all EPA requirements to ensure a safe waste water facility

Researching and seeking grants for the village with help

Has all powers of the board of public affairs and street commissioner, plus other powers and duties by ordinance of the village council.

Reports to village council at regular council meetings regarding ongoing projects.

Attends zoning, panning and/or council committee meetings, if required.

Supervises and/or handles zoning and building requests within the village, if required

Under the general supervision and control of the mayor.

Other duties as assigned by Mayor

## **Requirements**

High school education or equivalent

Waste Water II and Water I operating licenses

Valid Ohio operator's license and good driving record (CDL Preferred)

Knowledge of:

Grant applications, contracts and bidding process

Water/ Waste Water treatment plants

Startling salary \$63,000 yearly