



Village of Put-in-Bay

Box 245, 435 Catawba Avenue · Put-in-Bay, Ohio 43456 · Ph: (419) 285-4313 · Fax: (419) 285-2533 · pibmc@cros.net

JOB OPENING

The Village of Put-in-Bay is seeking an Administrator with a current Ohio EPA certified Water Treatment Class III to oversee and coordinate the daily functions throughout the Village of Put-in-Bay.

Responsibilities include monitoring of regulatory compliances; interaction with vendors, contractors and customers; supervise employees, set schedules, adhere to policies and procedures, manage operations; directly report to the Mayor and provide monthly reports for Council; represent the Village in a professional manner to local, state, federal and other organizations or agencies; procuring estimates, bidding and contracts for special projects; attend committee and council meetings; hold active operator license and participate in continued education classes to ensure EPA requirements are met, able to travel for conferences, workshops and networking events; flexible hours requiring minimum 40 hours per week.

Basic requirements should include: previous management experience, proficient with computer technology, good organizational skills, interacting with other administrative department heads, monitoring financial budgets, and a valid driver's license is needed.

Put-in-Bay is one of the beautiful Lake Erie islands, accessible by ferry, boat and airplane. It may be a dream job for someone who likes fishing, boating, historic and natural attractions. The casual atmosphere, good public school, attractive architecture, and friendly neighbors would welcome any family or perspective applicant. A high volume of summer seasonal visitors dwindles down during the winter months, which would suit someone looking for a slower pace of life.

Up-to-date housing is available at a very reasonable rate.

TO APPLY: Please send resumes to; FISCAL OFFICER at Village of Put-in-Bay, P.O. Box 245, Put-in-Bay, OH 43456 or Email; pibmc@cros.net

ACCEPTING RESUMES UNTIL WEDNESDAY, JANUARY 31, 2018.

Any questions, please call: (419) 285-4313 or email; pibmc@cros.net

Equal Opportunity Employer