



Village of Russells Point

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PRESS RELEASE

February 13, 2025

For Immediate Release

JOB OPPORTUNITY VILLAGE OF RUSSELLS POINT Village Administrator

The Village of Russells Point is now accepting applications for the position of Village Administrator. The Village Administrator will be under the administrative directions of the current Mayor per ORC.

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.

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.

Licensure or Certification Requirements: Must possess and maintain a valid Ohio driver's license; must qualify for and maintain insurability under the Village's vehicle insurance policy.

Must be bondable.

The deadline to apply is February 28, 2025.

Applications and complete job description available at the Municipal Building,
433 S.R. 708, Russells Point. E.O.E

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