

Position Announcement

Perrysburg Township, Wood County, Ohio

Township Administrator

Perrysburg Township, Wood County, Ohio is seeking an experienced and knowledgeable Township Administrator. The current Administrator is retiring and leaving the position in January, 2023. The intent of the Board of Township Trustees is to have the successful candidate begin in late fall, 2022 in order to provide a smooth transition in leadership.

Perrysburg Township is located along I-75 and I-475 in Northwest Ohio, south of the City of Toledo along the Maumee River. The Township has a population of approximately 13,000, residing in 6,000 homes. Township land use is a mix of agricultural, residential, retail, commercial and industrial uses. The Township is 40 square miles and has 80 miles of Township roads.

The Administrator is appointed by the elected Board of Trustees and serves as the chief administrative officer of the Township. The Administrator position reports directly to the Board of Trustees. The Administrator will work closely with the elected Township Fiscal Officer.

The Administrator directs the operations of the Township, through the Department Heads. The Township has full-time police and fire departments, headed by a Police Chief and a Fire Chief, respectively. The full-time road maintenance department is headed by a Road Superintendent. The full-time Zoning Administrator administers the Township land use policies and regulations. The Administrator provides direction and administrative support to the Department Heads, as needed. The Township has approximately 65 full and 20 part-time employees.

The position is open until filled. The first review of applications will be on July 20, 2022. Persons interested in becoming a candidate for the position may apply by sending a cover letter, resume and references to Walter Celley, Administrator, at wcelley@perrysburgtownship.us. The written position description is attached. Employment will be conditioned on passing a pre-employment physical, including drug/alcohol screening. Candidates must also consent to and pass a criminal background check.

Salary range: \$80,000.00 to \$120,000.00 plus full benefit package

All application materials submitted by the candidate are deemed public records under Ohio law and copies will be produced upon request by any person. Perrysburg Township is an equal opportunity employer.

PERRYSBURG TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title:	Township Administrator	Name of Incumbent:	
Office/Division:	Administration	Employment Status:	Full-time
Reports To:	Board of Trustees	FLSA Status:	Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education; bachelor's degree or higher in public administration, business, management, or a related discipline; five (5) years of progressive management and supervisory experience, or equivalent combination of education, training, and/or experience which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license and remain insurable under the Township's vehicle insurance plan.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: budgeting; finance; economics; inventory control; purchasing; geographic layout of jurisdiction; government structure and process; government grant programs; labor market data and employment trends; agency goals and objectives; agency policies and procedures; medical technology; federal, state, and local laws; public relations; media relations; community resources and services; marketing; legal terminology; Ohio Revised Code; English grammar and spelling; records management; labor relations; employee training and development; personnel administration; supervisory principles and practices; office management; public administration; business administration; local geographical area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; deal with many variables and determine specific action; apply management principles to solve agency problems; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; write and/or edit documents for publication; prepare deeds, leases, mortgages, or contracts; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43016

{8/162010 PDPRBTW 00080433.DOC}

PERRYSBURG TOWNSHIP

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POSITION DESCRIPTION

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Position Title: Township Administrator

Name of Incumbent:

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Plans, coordinates, and directs the overall operations of the Township; manages and supervises all departments and their employees; recommends requirements for employment and promotion; selects and appoints new employees; recommends and implements discipline and pay assignment; evaluates employee performance and measurement; assists with the development of policy; participates in personnel and labor relations activities; authorizes leave requests; handles employee complaints.
2. Coordinates Township budget procedures; works with Fiscal Officer in preparing annual budget; reviews budgets of department heads; develops uniform budget system and forms; prepares analysis and summary of all budget requests for the Board of Trustees' review and makes recommendations; monitors appropriations and expenditures.
3. Performs administrative duties for the Board of Trustees; determines agenda and recommends measures for adoption for Trustees' meetings; attends regular and special sessions of the Board of Trustees; schedules appointments for Trustees; researches and prepares background data and information for items on agenda for Trustees' review; prepares and submits reports; works with Trustees on long-range and strategic planning.
4. Represents the Board of Trustees before public officials, general public, businesses, and various community agencies; receives and resolves problems and complaints from public; prepares press releases and statements on behalf of the Trustees; attends various Township functions and events.
5. Participates in collective bargaining activities and contract administration on behalf of the Board of Trustees (e.g., serves on the administration negotiations team; evaluates grievances and responds to grievances; attends labor-management meetings; etc.).
6. Serves as project manager for capital improvement and development projects; researches need for capital improvement and development projects; develops detailed plans for projects in conjunction with the Trustees and department heads; prepares and publishes bid notices; obtains bids for projects; reviews bids and prepares recommendations to the Trustees.
7. Administers Township pay plan; analyzes wage and salary reports and data to determine and administer competitive compensation plan; directs implementation and administration of Township benefits program (i.e., researches and administers health and life insurance, sick leave, workers' compensation, etc.).

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Position Title: Township Administrator **Name of Incumbent:**

8. Serves as grant administrator for various grant projects (i.e., researches grants, prepares documentation, follows up on implementation, etc.).
9. The Board of Trustees may assign the Township Administrator any office, position, or duties under its control; such other assignments to be performed under the direction and supervision of the Board of Trustees.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Demonstrates regular and predictable attendance.
12. Maintains required licensure and certification.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally lifts objects ten (10) pounds or less; occasionally carries objects ten (10) pounds or less; occasionally pushes objects ten (10) pounds or less; occasionally pulls objects ten (10) pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Note: The closest U.S. Department of Labor Definition Trailer (DOT Code # 188.117-114) for this position is:

GOE: 11.05.03 STRENGTH: S GED: R5 M4 L5 SVP: 8 DLU: 77

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Position Title: Township Administrator

Name of Incumbent:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:
Date Revised:

Developed by:
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Dublin, OH 43016