

Village Administrator

Village of Mt Orab, Ohio

Position Type: Full-Time | Exempt

Reports To: Mayor and Village Council

Position Summary

The Village of Mt Orab, Ohio is seeking a qualified and experienced professional to serve as Village Administrator. The Village Administrator is the chief administrative officer responsible for the day-to-day operations of Village government, implementation of policies adopted by the Mayor and Village Council, and supervision of Village departments and personnel.

This position requires strong leadership, sound judgment, and the ability to work collaboratively with elected officials, employees, residents, regional partners, and the media.

Essential Duties and Responsibilities

- Administer and supervise all Village departments, operations, and services as authorized by ordinance and Ohio law
- Carry out policies, directives, and legislative actions adopted by the Mayor and Village Council
- Prepare, administer, and monitor the Village's annual operating and capital budgets
- Oversee purchasing, contracts, and vendor relationships in accordance with the Ohio Revised Code and Village policy
- Serve as chief liaison and designated spokesperson for the Village with outside agencies, contractors, governmental entities, and news media, coordinating all media and public communications with the Mayor and Legal Counsel to ensure consistent, accurate, and legally appropriate messaging
- Advise the Mayor and Village Council on municipal operations, legislation, and long-range planning
- Attend Village Council meetings and provide professional reports,

recommendations, and administrative support

- Oversee personnel administration including hiring, supervision, evaluations, discipline, and enforcement of personnel policies
- Ensure Village compliance with federal, state, and local laws, regulations, and reporting requirements
- Assist with identifying, applying for, and administering grants and intergovernmental funding
- Respond to citizen inquiries and concerns in a professional, timely, and respectful manner

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Political Science, Urban Planning, or a closely related field
- Three (3) to Five (5) or more years of progressively responsible experience in municipal government, public administration, or comparable management
- Demonstrated experience in budgeting, personnel management, and municipal operations
- Knowledge of Ohio municipal government structure and applicable laws
- Relevant experience may be substituted for the required education

Preferred Qualifications

- Master's degree (MPA, MBA, or related field)
- Prior experience as a Village Administrator, City Manager, Assistant

Administrator, or municipal department head

- Experience with capital improvement projects, economic development, or grant administration

Knowledge, Skills, and Abilities

- Strong leadership, organizational, and problem-solving skills
- Excellent written and verbal communication abilities
- Ability to work effectively with elected officials, staff, media representatives, and the public

- High level of integrity, professionalism, and discretion
- Ability to manage multiple priorities and work independently

Other Requirements

- Valid Ohio driver's license
- Ability to pass a background check
- Availability to attend evening meetings and occasional special events

Compensation and Benefits

- Salary: commensurate with qualifications and experience
- Competitive benefits package including health insurance, retirement plan, paid

leave, and holidays

How to Apply

Submit a resume to shane.ogden@mtoraboh.us , cover letter, and at least three professional references.

Applications will be accepted until the position is filled.