

**Fairfield Township
Job Description**

Position:	Township Administrator
Classification:	Full-Time Permanent (exempt)
Rate of Pay:	Dependent on Qualifications
Reports To:	Board of Trustees

Purpose: The Township Administrator is the Chief Administrative Officer of Fairfield Township and is responsible for the day-to-day execution of the operations of the Township.

Scope: The responsibilities of this position include helping to plan, coordinate and implement Township goals. The person will foster and promote a culture of accountability and continuous improvement with all departments and personnel, and continuously strive for excellence in serving residents. Duties of the position are performed under the general direction of the Board of Trustees.

Education and Certification:

- Bachelor's Degree in Public Administration, Business Administration, Community/Urban Planning, Political Science or Finance. Master's Degree preferred.
- Must have a working knowledge of zoning, planning, civil engineering, human resources, economic development, or public policy development.
- Must have several years of progressively responsible leadership experience at a federal, state, or local government or corporate business level.
- Valid driver's license required.
- Capable of meeting all requirements of Ohio Revised Code Section 505.032.

Skills, Knowledge and Abilities:

- Effective leadership.
- Highly proficient with computers and management information systems, especially Microsoft Office applications.
- A strong team player; able to multi-task.
- Effective communications – oral and written.
- Listening, public relations, and conflict management.
- Facilitating meetings and events.
- Planning, including defining metrics to track progress.
- Analyzing and resolving complex matters and using available resources to make informed decisions.
- Township form of government, and applicable laws and regulations.
- Basic principles and practices of economic development, police, fire/EMS, zoning, and road and cemetery maintenance.
- Public budgeting and accounting principles.

Primary Responsibilities:

Trustees: Michael Berding / Shannon Hartkemeyer / Joe McAbee / Fiscal Officer: Shelly Schultz

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- Assist Trustees in short and long-term financial, personnel, capital improvement and economic development planning and priority setting.
 - In coordination with the Fiscal Office, prepare annual budgets based on revenue projections, service needs and Township plans.
 - Review purchase orders, invoices and contracts to assure conformance to approved budgets; project and monitor expenditures.
 - Attend Board, committee and other public meetings as needed. Prepare and distribute meeting agendas along with pertinent information. Represent the Township at conferences, training sessions, public meetings or private functions as needed.
 - Negotiate and execute contracts for public services.
- Direct and supervise all Township operations through regular interaction with elected officials, department heads, employees and public consultants and contractors.
 - Assess employee work duties, measure employee performance and administer and enforce personnel policy directives.
 - Recommend to the Board of Trustees candidates for hire, promotion, discipline or termination.
 - Implement policies, procedures and plans as approved by the Board of Trustees.
 - Lead the evaluation of the efficiency and effectiveness of current services, seeking ways to best utilize Township resources. Seek alternative funding methods for public service.
- Foster constructive relationships with citizens, business owners and other community stakeholders. Receive and respond to requests for services and facilitate solutions to public concerns.
- Communicate effectively (oral, written and presentation):
 - Disseminate public information using a variety of communication tools.
 - Interact constructively with news media outlets. Issue news releases and coordinate and participate in media events as needed.
- Promote cooperation with other government agencies. Coordinate multiple-agency projects and joint efforts with other public and private agencies.
- Work closely with legal counsel to assure compliance with local, state, and federal statutes and regulations related to Township government.
- Perform other duties as assigned.

Qualifications

- Financial expertise including budgeting, cost analysis, and capital improvements, including the requirements of the Ohio Revised Code applicable to Townships.
- Experience with Economic Development Tools—Including Tax Increment Financing, Community Reinvestment Areas, Joint Economic Development Zone Administration, etc.
- Experience managing relationships and contract/union negotiations with public safety service organizations.
- Comprehensive knowledge of office management, personnel, financial and administrative practices.
- Comprehensive knowledge of Title 5 of the Ohio Revised Code.
- Possesses experience in building consensus, educating, leading, and creating the environment for effective decision-making by elected officials.

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Additional Experience Helpful in Managing Township Operations:

- Safety Services (Police/Fire/EMS)
- Public Works
- Parks and Recreation
- Planning and Zoning
- Township finances and debt
- Understanding of project management/procurement/consultant selection
- Understanding of infrastructure needs/enhancements
- Understanding and experience at achieving a bond rating
- Experience with creating and implementing a department level budget
- Health and property/casualty insurance – including risk management, self-insured health insurance
- Experience with coordinated and shared services with other governmental entities

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