



Fairfield Township Administrator

Fairfield Township, Butler County, Ohio

Fairfield Township is currently accepting applications for the position of Township Administrator. Fairfield Township is a Home Rule Township that operates under the direction of the Board of Trustees. The Township Administrator is responsible for the overall administration of all Township departments, operations, and personnel. Required qualifications include a Bachelor's degree in Public Administration, Business Administration, Community/Urban Planning, Political Science, Finance or the equivalent. Commensurate experience will also be considered. Master's Degree is preferred. Applicants must have a working knowledge of zoning, planning, civil engineering, human resources, economic development and public policy development. Required experience of several years of progressively responsible leadership at a federal, state, or local government or corporate business level. Valid driver's license required.

Salary is dependent on qualifications. In addition, the Township offers a comprehensive benefits package that includes medical, dental and life insurance, retirement program (OPERS), generous Personal Time Off policy, FMLA, and paid holidays.

The complete job description is available www.fairfieldtwp.org and available upon request at 513-887-4400 or from Dianne French, dfrench@fairfieldtwp.org.

Qualified candidates should submit their resume with cover letter to: Dianne French, dfrench@fairfieldtwp.org.

All candidates are subject to comprehensive background checks.

This position is open until filled. The Board of Trustees will begin conducting interviews for the position during the first week of December, 2024. Fairfield Township is an equal opportunity employer.

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

6032 Morris Road, Fairfield Twp, OH 45011 : 513-887-4400 / 513-887-4405 (fax) : www.fairfieldtwp.org