



The Village of

Golf Manor OHIO

6450 Wiehe Road • Golf Manor, OH 45237 • 513-531-7491 • www.golfmanoroh.gov

Job Posting

Village Administrator

The Village of Golf Manor, OH, is seeking candidates for the position of full-time Village Administrator. This position functions as a working administrative manager overseeing all facets of Village operations including fire, police, service, administration and financial operations.

The person appointed will report directly to the Mayor and receives policy direction from the Mayor and Council while directly supervising management, professional and clerical staff. They will plan, direct, manage and review all activities and operations of the Village, coordinating services and activities among departments including fire, police, service, finance, administration and outside agencies.

Successful candidates will possess an equivalent of experience equal to or a Bachelor's degree from an accredited college or university with major course work in public or business administration, or a related field. In addition, a minimum of 5 years of experience in increasing responsibility of managerial and administrative experience, preferably in a municipal government setting is required.

This position requires use of word processing and spreadsheet software applications, as well as general office equipment. Strong administration, organization and time management skills are required. Strong writing and verbal communication skills are required along with ability to communicate effectively with residents, business owners, the public, co-workers and subordinates. Strong ability to supervise, evaluate and give feedback to peers and subordinates. Ability to execute proactive management skills required. Ability to support, implement, evaluate and adjust positive customer service principles and Village mission required. Must possess and maintain a valid driver's license. Previous grant writing and economic development experience is a plus.

Salary is commensurate with experience. Benefits are available. Submit resume and cover letter, along with salary history by email to:

r.hirth@golfmanoroh.gov

or by regular mail to:

Mayor – VA
Village of Golf Manor
6450 Wiehe Road
Golf Manor, OH 45237

The Village of Golf Manor is an Equal Opportunity Employer.

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Great Village™