

Potential Job Advertisement to Publish April 1, 2019

The Village of Jefferson, Ohio is seeking a qualified, professional candidate for the full-time, salaried, with benefits, position of Village Administrator. Jefferson (population approximately 3,100), is a statutory form village and serves as the county seat for Ashtabula County, Ohio.

The Village Administrator is the chief administrative officer for the Village and is responsible for those items listed in Village Ordinance §232.02, which includes managing all public utilities (water, sewer and electric), supervising the improvement and maintenance of all public places, streets, and sidewalks in the Village, overseeing the procurement of materials and services as the central purchasing officer of the Village, addressing the concerns of residents and other stakeholders, supervising employees, administering employee benefits, and perform duties of the Zoning Inspector.

The Village Administrator will work under the direction of and implement the decisions of the Mayor and Council in pursuing grant and funding opportunities, economic and community development efforts, and other related duties as are provided by law or as may be assigned.

Preference will be given to candidates with a bachelor's degree in public administration, business management, or a closely related field with a master's degree preferred, and ten years of progressively responsible public management experience, or equivalent combination of education and experience. Salary will be dependent upon education and experience. Please provide your salary requirements. The candidate must live in the Village or be willing to relocate within the Village within 6 months from the date of hire.

Qualified candidates must have a valid Ohio driver's license, must be insurable and bondable, be able to operate standard office equipment, and must pass a drug screen and criminal background check. Interested candidates should submit cover letter, resume, and professional references to Mayor Judy Maloney, 27 East Jefferson Street, Jefferson, Ohio 44047. Candidates must apply by 4:30 p.m. on April 15, 2019. More information regarding the Village of Jefferson is available on its website at www.jeffersonohio.us. A copy of a full job description for the position may be acquired by contacting Clerk-Treasurer Patricia A. Fisher at (440) 576-3944.