

## **Northfield Center Township Administrator Job description 10/2/2020**

JOB TITLE: Township Administrator

REPORTS TO: Board of Trustees

DEPARTMENT: Administration

### JOB SUMMARY:

Performs all duties and responsibilities as outlined by the Ohio Revised Code Sections 505.031 and 505.032 as well as those outlined by the Board of Trustees of Northfield Center Township. The Township Administrator is responsible for the overall efficient day-to-day management of all Township functions and activities.

The Board of Trustees may assign to such Township Administrator any duties in addition to those set forth below. All duties are to be performed under the direction and supervision of the Board of Trustees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Township Administrator shall, under the direction of the Board of Township Trustees:

1. Assist in the administration, enforcement, and execution of the policies and resolutions of the board.
2. Supervise and direct the activities of the affairs of the division of township government under the control or jurisdiction of the board.
3. Attend all meetings of the board at which his/her attendance is required by that body.
4. Respond to residents and other parties' inquiries and requests in a timely manner.
5. Recommend measures for adoption to the board.
6. Prepare and submit to the board such reports as are required by that body, or as he/she considers advisable.
7. Perform such additional duties as the board may determine by resolution.
8. Assist in the administration of township insurance programs, including, but not limited to health insurance, life insurance, dental insurance, vision insurance, general liability insurance, public officials liability insurance, police professional liability insurance, errors and omissions insurance and employee assistance programs.
9. Assist the Board of Trustees in preparation of the annual inventory.
10. Direct services such as office, building, and park supplies and repairs.
11. Coordinate collection and preparation of operating reports for various departments, and Trustee board meeting agendas.
12. Maintain personnel records and responsible for authorization of payroll.
13. Maintain required Workers Compensation records.
14. Maintain records and files of all Township business, and updates Internet site in a timely manner.
15. Collect and open mail and distribute in a timely manner.

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16. Notify Trustees in a timely manner of urgent issues as soon as he/she becomes aware of such via fax, mail, courier, phone, e-mail, etc.
17. Responsible for posting public notices as required by law for various public hearings, bids, etc.
18. Assist Board of Trustees in evaluating matters of township business.
19. Order and track office supplies for administration of township business.
20. Maintain receipt book for any and all payments made to the township in the collection of fees, etc.

### **ESSENTIAL QUALIFICATIONS:**

Successful experience in township, county or municipal government. Must possess the requisite management skills, supervisory abilities and public relations capabilities to deal effectively and efficiently with both employees and the public.

### **ESSENTIAL MENTAL FUNCTIONS:**

1. Working knowledge of computer systems and electronic data processing equipment.
2. Working knowledge of modern office practices and modern office equipment.
3. Working knowledge of general accounting practices.
4. Ability to prioritize task assignments.
5. Ability to communicate effectively both orally and in writing.
6. Ability to concentrate on a given task for an extended period of time.
7. Ability to work effectively under conditions that are conducive to varying degrees of emotional and physical stress.
8. Ability to exercise initiative and independent judgment under emergency conditions.
9. Ability to work through complex tasks and anticipate logical outcomes.
10. Ability to understand and follow oral and written instructions.
11. Ability to interact effectively with township personnel, the public and other governmental entities.

### **ESSENTIAL PHYSICAL FUNCTIONS:**

1. The majority of work is accomplished while sitting.
2. Ability to operate office related equipment, such as computers, telephone, copier machines, fax machines, calculators, etc