



Village of Monroeville  
21 N Main Street  
P.O. Box 156  
Monroeville, OH. 44847  
(419) 465-2922

[www.MonroevilleOhio.com](http://www.MonroevilleOhio.com)

# **JOB POSTING**

## **Village Administrator**

The Village of Monroeville is seeking qualified candidates for a full-time Village Administrator. The successful candidate must meet the requirements of the job description and general day-to-day responsibilities of a local government Village Administration office. Three to five years of management, public works, or municipal experience is desired. Candidate must have a high school diploma or its equivalent. Candidate must be able to pass a pre-employment drug & alcohol test, a physical, a credit check and a background check. Wages commensurate with job experience. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, military status, or any disability, as defined in the ADA. An application and complete job description can be obtained from the Village of Monroeville Administrative Office, 21 N. Main Street, Monroeville, Ohio 44847 or online at [www.MonroevilleOhio.com](http://www.MonroevilleOhio.com). Submit an application, resume and three professional references to the Village Administrative Office, 21 N. Main Street, P.O. Box 156, Monroeville, Ohio 44847, [fiscalofficer@monroevilleohio.com](mailto:fiscalofficer@monroevilleohio.com) by Thursday, June 25, 2026. The Village of Monroeville is an Equal Opportunity Employer.



POSITION DESCRIPTION  
**VILLAGE ADMINISTRATOR**

Department: Administrative  
Location: 21 N. Main Street

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**Reports to:** The Village Administrator shall report directly to the Mayor and shall have indirect reporting responsibility to the Village Council.

**JOB RESPONSIBILITIES**

- (A) The Village Administrator will provide the following: the administrative direction for all departments of the Village excluding the Police Department and Fiscal Officer's Office, a plan for system upgrading and maintenance; written long term and short-term plans of action; evaluation of the Village services; and leadership in developing a workable and efficient plan of action.
- (B) Responsible for the care, supervision and management of the Village as directed through the Village legislative authority; will evaluate all employees under his/her direction and recommend pay advances to Council.
- (C) Report to Council or to the appropriate Council Committees on any matter affecting the duties set forth in this section.

**QUALIFICATIONS**

Minimum requirements include a bachelor's degree in public administration/political science/business management or a closely related field; years of experience may be substituted. Also requires at least five years experience in a senior management role.

**DUTIES**

The duties listed below are intended to depict the major responsibilities of this position.

- (A) Manage, conduct and control the operation of all village services:
  - (1) Establish written short term and long-range plans for all departments in conjunction with public, employee and village legislative authority input.
  - (2) Work closely with utility superintendents to assure effective operation of Village services.

- (3) Establish work rules, by-laws and regulations as deemed appropriate for safe, economical and efficient management and protection of village facilities.
- (4) Support the recommended rates to be charged for village services through rate studies and consideration of Village financial needs.
- (5) Supervise the improvement and repair of streets, avenues, lands, lanes, square, landings, market houses, bridge viaducts, sidewalks, sewer, drains, ditches, culverts, streams and water courses, as well as the lighting, sprinkling and cleaning of all streets, alleys, and public buildings and places.
- (6) Appoint officers, employees, agents, clerks and assistants, provided the legislative authority of the Village first authorizes such positions; but such appointments shall be subject to approval by the Mayor. Such appointments and the Mayor's approval thereof shall be in writing, and thereof shall be filed with the Fiscal Officer.
- (7) Shall be under the general supervision and direction of the Mayor, and shall have such other powers and duties as are prescribed by ordinance or by- laws, and which are not inconsistent herewith. The Village Administrator shall perform all duties and shall have all powers of street commissioners as prescribed by law except as otherwise provided by this section and in sections 735.271 and 735.272 of the Revised Code.
- (8) Shall keep a record of his/her proceedings, a copy of which is certified by him/her, which shall be competent evidence in all courts.
- (9) Shall manage municipal water, lighting, power, sewage disposal plants, and farms and shall make and preserve surveys, maps, plans, drawings, and estimates. He/she shall supervise the contraction and have charge of the maintenance of public buildings and other property of the Village not otherwise provided for in Title VII. He/she shall have the management of all other matters approved by the legislative authority of the Village in connection with the public service thereof.
- (10) May make any contract, purchase supplies or materials or provide labor for any work under his/her supervision involving not more that five thousand dollars (\$5000). When an expenditure within the department, other than the compensation of personnel employed therein, exceeds five thousand dollars such expenditure shall first be authorized and directed by ordinance of the Village legislative authority. When as authorized and directed, except where the contract is for equipment, service, materials, or supplies available from a qualified nonprofit agency pursuant to section 4115.31 to 4115.35 of the Revised Code, the Administrator and the Fiscal Officer shall make a written contract with the most responsive and responsible bidder after advertisement for not less than two or more that four consecutive weeks in a newspaper of general circulation with in the area. (ORC 731.14).
- (11) Plan and design sidewalks, streets, sewers, waterlines, and other public works projects; prepare contracts and specifications for bids or construction contracts, and submit said plans and designs to consulting engineer for approval.
- (12) Review engineering plans and specifications submitted by engineers, developers, and general public for subdivision developments and other public works projects.
- (13) Meet with the public, respond to inquiries and answer/resolve concerns.
- (14) Directly supervise utility superintendents and indirectly supervise all other village employees, excluding the Police Department and Fiscal Officer's Office.
- (15) Perform other tasks as may be assigned.
- (16) Seek out grants, programs and development plans for possible use in the Village.

- (17) Maintain continuing education and compliancy in the OBWC/PERRP or OSHA safety programs, as well as being ensuring compliance with any departmental OEPA mandates

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### KNOWLEDGE, SKILLS AND ABILITIES

The items shown below represent the minimum requirements to conduct the responsibilities of this position.

- (A) Basic knowledge of the following:
  - (1) Management principles and practices and ability to direct and monitor others.
  - (2) Safety practices and procedures
- (B) The ability to:
  - (1) Collect, analyze and interpret data
  - (2) Exercise sound judgement
  - (3) Develop and maintain effective working relationships with associates, elected officials and the general public.
  - (4) Prepare and maintain accurate documentation
- (C) Must possess proven management abilities in a public service industry
- (D) Must be able to communicate effectively with the public, employees, elected officials, contractors, consultants, government agencies, etc. both verbally and in written forms.
- (E) Must be able to identify and evaluate problem areas and provide leadership in formulating corrective measures.
- (F) Should have knowledge of the following:
  - (1) Principles and practices of civil engineering
  - (2) Design and construction standards and methods
  - (3) Code ordinances, regulations and standards governing public works projects
  - (3) Basic principles and practices of surveying
  - (4) Analyze engineering plans, specifications and other documentation
  - (5) Good public relations techniques
  - (6) System planning budget preparation and implementation of same

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; must successfully pass a pre-employment drug and alcohol screening. Other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Approved July 12, 2022



# Employment Application

Village of Monroeville  
21 N Main St. - P.O. Box 156  
Monroeville, Ohio 44847  
Ph. 419-465-2922  
[www.MonroevilleOhio.com](http://www.MonroevilleOhio.com)

THE VILLAGE OF MONROEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT

## Applicant Information

Full Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ **FULL-TIME:** \_\_\_\_\_ **PART-TIME:** \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked in this municipality? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  Driver's license number & State: \_\_\_\_\_

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_



Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

Skill sets, equipment operated, special licenses, and/or certificates that may qualify you for being able to perform job-related functions in the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_