

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Dept./Division:	Administration	Employee Name:	
Position Title:	Assistant Village Administrator	Employment Status:	Full-time
Reports To:	Village Administrator	FLSA Status:	Exempt (Executive)

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Completion of associate’s degree in administration or related field; plus one (1) to two (2) years related work experience (experience in utilities/public works operations preferred) with leadership experience or experience in a supervisory position; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid State of Ohio driver’s license. Must remain insurable under the Village’s vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive. Personal computer, laptop computer, computer software, printer, copier, fax machine, postage machine, calculator, scanner, shredder, telephone, cell phone, and other commonly used standard modern business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; is exposed to possible injury as a result of falling from high places; works in or around crowds; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; to shaking objects or surfaces; exposure to hazardous driving conditions; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 2 of 4

Employee Name:

Position Title:

Asst. Village Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 45% (1) Assists in the day-to-day operations of the village, which includes overseeing the maintenance of village streets, facilities, public utilities, and supervision of all personnel involved in the delivery of such services; assists administrator in developing plans regarding village operations (e.g., capital improvements, personnel, budgetary requests, project supervision, etc.); assists in development of policies and procedures; prepares reports as required; monitors and reports village and project progress as required; recommends methods for improvement of village services; in the absence of the village administrator, performs all village administrator's duties, including directing all applicable departments and personnel.

- 10% (2) Assists in preparation of grant applications; oversees routine business letters, violation notices, projects with input from department heads and consultants; reviews building permit applications, zoning compliance, design reviews of major infrastructure systems with consultants and department heads; review capital spending evaluations with input from department heads to recommend to council .

- 15% (3) Assists in coordination of work orders, equipment, and personnel assignments to accomplish operational needs; has access to personnel files; provides supervision and training; interviews prospective applicants; administers disciplinary action as necessary; resolves complaints; ensures work is in compliance with organizational and regulatory standards; assists in planning and preparation of work schedules; enforces village policies and procedures; oversees activities of independent contractors.

- 10% (4) Attends various meetings (e.g., village council, committee meetings, etc.); conducts research for boards relating to requested information or legislative needs and requirements as requested; prepares and presents reports; meets with personnel to provide information regarding changes and receive information necessary for planning projects; conducts various activities to maintain public relations; answers inquiries and complaints from the public.

- 10% (5) Assists in development of facility and equipment maintenance plans as needed; performs periodic inspections of facility and equipment; plans and recommends the improvement of facilities and/or equipment; oversees preventative maintenance and repair of facility and equipment.

- 5% (6) Attends outside meetings and seminars; forwards information that impacts village operations and other duties as may be assigned; contacts and maintains working relationship with contractors/consultants, the public, and other governmental agencies.

- (7) Maintains required licensures and certification, if any.

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title:	Asst. Village Administrator
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- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Budgeting; finance; *village goals and objectives; *village policies and procedures; government structure and process; government grant programs; public relations; media relations; human resources management; employee training and development; personnel administration; supervisory principles and practices; department management; local geographical area; project management; interviewing; Occupational Safety and Health Administration rules and regulations; Department of Labor rules and regulations; purchasing; workplace safety practices and procedures.

Skill in: Word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to: Deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; perform basic addition and subtraction; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; handle sensitive inquiries from, and contacts with, officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; cooperate with co-workers on group projects; interpret a variety of information in written, oral, picture, or schedule form; determine material and equipment needs.

POSITIONS DIRECTLY SUPERVISED:

Supervises all employees who report directly or indirectly to the Village Administrator.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 4 of 4

Employee Name:

Position Title:

Asst. Village Administrator

(Employee Signature)

(Date)