

# Franklin Township

## Township Administrator Job Description

### DUTIES

Under guidance of the Board of Trustees, manage the administration of Franklin Township government as prescribed by Ohio Revised Code Section 505.032.

The duties performed by the Township Administrator include, but are not limited to, the following:

1. Plans, coordinates, directs and participates in the development and implementation of goals, objectives, policies, and procedures.
2. Administers, enforces, and executes the policies and resolutions of the Board of Trustees.
3. Confers with the Board of Trustees in the determination of basic policies and programs; prepares and presents reports of Township operations, procedures and special problems and recommend measures for adoption to the Board of Trustees. Prepares and submits to the Board of Trustees such reports as are required by the Board or as he/she considers advisable.
4. Works cooperatively with the fiscal officer, road supervisor, cemetery supervisor, and/or fire chief in the preparation and administration of a comprehensive annual budget providing for the balancing of revenues and expenditures. Keeps the Board of Trustees fully advised on the financial conditions of the Township, preparing and submitting a budget for the next fiscal year.
5. Ensures that staff practices all appropriate accounting controls and procedures in compliance to government accounting standards.
6. Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest, or potential interest, in affairs of Township concern.
7. Confers with department heads concerning administrative and operational problems; makes appropriate decisions and/or recommendations. Supervises and directs the activities of the affairs of the divisions of Franklin Township government in cooperation with department supervisor.



## **FRANKLIN TOWNSHIP TOWNSHIP ADMINISTRATOR JOB DESCRIPTION CONT'D**

8. Represents the Township at a variety of meetings and public functions as required and attends all meetings of the Board of Trustees at which his/her attendance is required by that Board.

9. Coordinates Township activities with other governmental agencies and outside organizations.

10. Selects, supervises, trains, manages and evaluates staff.

11. Oversees the competitive bidding process for Township activities: reviews the preparation of specifications, RFPs, review notices and advertisements, conducts bid openings, pre-bid conferences, makes recommendations on awards, and checks references.

12. In conjunction with the Board of Trustees and appropriate employees, develops strategic short- and long-range plans, reviews and analyzes appropriate data and prepares studies and reports, and makes recommendations as the Board of Trustees deem necessary for decision- making purposes.

13. Oversees the operations of the Township and manages compliance with legal and regulatory requirements.

14. Performs such additional related duties as assigned or as the Board of Trustees may determine by resolution.

### **QUALIFICATIONS**

Knowledge of modern township administrative methods and procedures; organization and functions; current social, political, and economic trends and operating problems of county/municipal/township government; applicable Federal and State laws, rules, and regulations regarding local government operations; principles of effective public relations and inter-relationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to interact effectively with the public and employees. Provide effective leadership and coordinate the activities of the Township; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; serve effectively as the administrative agent of the Board of Trustees; select, supervise, train, evaluate and manage staff.

A high school diploma or GED is required. Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.



Preferred experience would include a two (2) or four (4) year degree and/or five (5) years of progressively responsible relevant experience in an administrative, managerial, or senior staff capacity, implementation and supervision of varied work programs.

Adopted this 13th day of July, 2016.

  
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Scot Fromeyer, Fiscal Officer

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Beth Callahan, President

  
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Ron Ruppert, Vice President

  
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Brian Morris, Trustee

