

PERRY TOWNSHIP
An Equal Opportunity Employer
JOB POSTING

Position: Township Administrator

Employment Type: Full-Time, Exempt

Application Deadline: Open until filled

Position Overview:

Perry Township is seeking a results-driven and community-minded professional to serve as its **Township Administrator**. Under the administrative direction of the Board of Trustees, the Township Administrator plans, coordinates, and directs the overall operations of the Township. This leadership role provides administrative guidance to all departments, supports Township governance and long-term planning, manages daily operations, and ensures the efficient delivery of services to the community.

Ideal Candidate Profile:

The successful candidate will demonstrate strong leadership, organizational, and communication skills; a thorough understanding of public administration, budgeting, and labor relations; and the ability to engage constructively with employees, residents, and elected officials.

How to Apply:

Interested applicants should submit a **cover letter, résumé, and three professional references** to:

Email: hr@perrytwp.com

Subject Line: Township Administrator Application

In Person: Perry Township Administrative Office, Attn: Phil McFarren

Applications will be reviewed as they are received. Position open until filled.

Primary Responsibilities:

- Oversees the day-to-day operations of the Township and provides administrative direction to all departments and employees.
- Represents the Township in interactions with the public, government officials, business leaders, and community organizations; prepares press releases and public statements.
- Participates in policy development and personnel/labor relations; handles employee complaints and authorizes leave requests.
- Works with the Fiscal Officer to coordinate Township budgeting procedures; reviews department budgets, prepares summaries and analyses, monitors expenditures, and recommends fiscal policies to the Board.
- Manages capital improvement and development projects, including project planning, bidding, contractor selection, and grant administration.
- Prepares agendas and background materials for Board of Trustees' meetings; attends meetings and assists the Board with long-range and strategic planning.
- Administers Township pay and benefits plans, including health and life insurance, leave policies, and workers' compensation.

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- Assists in the selection and onboarding of new employees; recommends requirements for employment, promotions, discipline, and compensation.
- Coordinates employee performance evaluation systems and supports employee development efforts.
- Participates in collective bargaining and labor contract administration; evaluates and responds to grievances and supports labor-management relations.

Minimum Qualifications:

- Bachelor's degree in Public Administration, Business, Management, or a related discipline required. Minimum of five (5) years of progressive supervisory and management experience, preferably in the public sector. Master's degree in Public Administration (MPA) or related advanced degree preferred. An equivalent combination of education, training, and relevant experience will be considered.

Key Competencies:

- Knowledge of: Government structure and operations, budgeting, personnel and labor relations, public and media relations, Ohio Revised Code, grant administration, and strategic planning.
- Skilled in: Problem-solving, organizational management, employee development, public speaking, written communication, and navigating complex regulatory environments.
- Ability to: Interpret and apply laws and policies, exercise sound judgment, build effective teams, manage multiple priorities, and foster strong community relationships.

Perry Township is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.