



WAYNE

Township

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WARREN COUNTY | OHIO

WAYNE TOWNSHIP JOB POSTING

Position Title: **ADMINISTRATOR**
Department: Administration
Immediate Supervisor: Trustee Board
Pay Rate: Dependent On Qualifications, Target \$90,000 - \$120,000
Classification: M – F (some evenings required)
FLSA Status: Salaried Exempt
Probationary Period: 180 Days
Accepting Resumes Through: March 29, 2026
Submission: Send Resume, Cover Letter and References to all 3 Township Trustees
Diane Colvin – dianecolvin@waynetownship.us
Andy Jacobs – andyjacobs@waynetownship.us
Brad Coffman – bradcoffman@waynetownship.us

COMMUNITY:

Wayne Township is in northeastern Warren County, with a population of ~8,500 residents with two incorporated Villages. The area is known for its high quality of life, rural character, and summertime attractions. The service area is 45 square miles and consists of a mix of residential development, local businesses and farm ground. The community follows the National Scenic Little Miami River, with the Village of Waynesville on the west side and the Village of Corwin on the east side. The township is governed by a three-member board of trustees with an elected fiscal officer, who all serve four-year terms.

JOB RESPONSIBILITIES:

The Administrator is the chief operating officer overseeing all day-to-day operations of Wayne Township. The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the township. The incumbent performs the functions and duties as specified in the Ohio Revised Code 505.032 under the general direction of the Trustee Board. This position requires a thorough knowledge of contemporary public administration concepts and excellent public relation skills.

Administers, enforces and executes the policies and resolutions of the Trustee Board. Supervises and directs the activities of the affairs of the divisions of the Township government under the control or jurisdiction of the Board. Ensures that communication, work priorities and procedures reflect the desires of the Board and that the employees implement Board policies and resolutions. Attends all meetings of the Board, or other Township committees and other meetings as required / requested by the Board. Represents and communicates effectively with Township residents, business, and prospective business owners concerning Township governance. Provides leadership and direction to all Township personnel, with specific supervision of, included but not limited to, Fire Chief, Road Supervisor, and Zoning Inspector. In addition, meets with the various department heads and others to discuss various problems and help resolve such problems on behalf of the Trustees; works as a coordinator between various departments and the Trustees to address minor issues before they become major issues. Possess strong familiarity with Federal and State sponsored finance programs with the ability to manage a multi-million-dollar budget. Develop and communicate strategic plans, budget strategies, and programs at the

direction of the Trustee Board for the efficient management of resources. Builds relationships with local, county and state governments. Acts as Human Resource Manager for the hiring, onboarding and dismissal of employees. Oversees and performs the annual employee review process. Administers and evaluates the yearly Health Care renewal for employees of the Township.

QUALIFICATIONS:

Comprehensive knowledge of the principles and practices of public administration, finance, planning, organization, and personnel.

- Valid Ohio Driver's License
- Bachelor's Degree in Public Administration, Political Science or similar discipline is desired (if Bachelor's Degree is in another discipline, additional experience is desired.)
- Financial experience including budgeting cost analysis and capital improvements.
- Five (5) years of experience working with local government and two (2) years in a supervisory capacity.
- Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- Strong team player able to multi-task.
- Strong communication skills – verbal and written.
- Additional prerequisites, at the direction of the Trustee Board OR any combination of education and/or experience necessary to perform the essential functions of the position.

DIRECT REPORTS:

- Fire Chief, Road Supervisor, Zoning Inspector

ESSENTIAL FUNCTIONS: Director, and Administrative Assistant

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An example of acceptable qualifications for this position is:

- Administers, enforces, and executes the policies and resolution(s) of the Trustee Board.
- Supervises and directs the activities of the affairs of the divisions of Township government under the control or jurisdiction of the Trustee Board.
- Chief Operating Officer – overseeing the day-to-day operations of the Township. Ability to make major decisions in accordance with laws, regulations, and established policies.
- Works in collaboration with the Fiscal Officer and Department Heads in formulation of departmental annual budgets.
- In cooperation with the Fiscal Officer, advises the Trustee Board on the financial condition of the Township and assists in the preparation of the annual Township budget.
- Responsible for communicating all necessary/pertinent information to the Trustees
- Responsible for being in constant communications with the Trustees and/or Fiscal Officer so that all have good understanding on the status of pertinent issues.
- Possess experience in building consensus, educating, leading, and creating the environment for effective decision-making.
- Possess a strong familiarity with Federal and State sponsored finance programs.
- Develop and communicate strategic plans, budget strategies, and programs at the direction of the Trustee Board for the efficient management of resources.
- Works with the Department Heads on potential capital expenditure projects and seeks any / all cost-effective means for the Township.
- Recommends appropriate staffing levels and the use of outside contractors so that Township projects are accomplished cost effectively and within prescribed limits.
- Provides communication, leadership and direction to all Township personnel, per the Organizational Chart.
- Ensures that work priorities and procedures reflect the desires of the whole Trustee Board and that the employees implement the policies and resolutions.
- Attends all meetings of the Board, of other Township committees and other meetings as required / requested by the Trustee Board.
- Hold regular/weekly Department Head and Administrative Office Staff meetings to ensure efficiency in operations.
- Prepares and submits to the Trustee Board such reports as are periodically required.

- Understand and have working knowledge of zoning and development for targeted growth within the Township.
- Serves as the ambassador for the community with the intention of building strong relationships at the county and state levels.
- Ability to articulate and present a positive professional image both in person, on the telephone, and in written form.
- Ability to establish and maintain effective professional working relationships with employees, supervisors, other departments, officials, and the public at large.
- Serves as the primary contact person for questions and complaints from the public and Township employees.
- Enforces Township Employees to follow the Township Organizational Chart.
- Must understand politics.
- Progressively seek input from the community at large.
- Ability to maintain tact and courtesy when interacting with the public and employees.
- Proficient in Word, Excel, Access, and PowerPoint, Social Media, Website maintenance and video editing software.
- Know and be familiar with Federal and State Grant Programs.
- Ability to speak before groups.
- Ability to work effectively between departments.
- Ability to properly compose and edit news releases, articles, and letters in an appropriate manner.
- Ability to maintain records and prepare reports.
- Ability to maintain the confidentiality of material and conversations.
- Ability to read and interpret documents such as site plans, instructions, and procedure manuals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to distinguish and disseminate sensitive information and of good moral character.
- Knowledgeable of the geography of Township.
- Performs all other related duties as assigned by the Trustee Board.

PHYSICAL DEMANDS

Meets entry-level physical requirements pertaining to health as required by OSHA. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the trust with the public, co-workers, and other public safety forces. 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.