

ORDINANCE NUMBER 3 - 2025
AN ORDINANCE CREATING THE POSITION OF
ASSISTANT VILLAGE ADMINISTRATOR

WHEREAS, the Village has determined that the job description for Village Administrator is better suited for the role of "Assistant Village Administrator."

WHEREAS, the Village has determined that an Assistant Village Administrator will ensure the efficient day-to-day operation of the Village.

WHEREAS, the Village seeks to fill the role of Assistant Village Administrator with a qualified individual in an efficient and timely manner.

WHEREAS, the office of Village Administrator is currently vacant and the Village seeks to fill that vacancy with a qualified individual.

WHEREAS, the Village seeks to modify the office of Village Administrator in a manner to be determined, but which will benefit from the creation of the "Assistant Village Administrator" position.

WHEREAS, with the office of Village Administrator being vacant, it is necessary to hire a qualified Assistant Village Administrator as soon as possible to ensure the duties to be overseen by a Village Administrator are being carried out in the interim.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Shreve, Wayne County, Ohio, as follows:

Section 1: The Council hereby creates the employment position of "Assistant Village Administrator" as described in Exhibit A.

Section 2: Compensation shall be paid on a competitive basis, subject to the approval of Council.

Section 3: That this Resolution is in the best interests of the Village of Shreve and its residents.

Section 4: That the aforesaid recitals are rendered to be the findings of this Council and are hereby incorporated into this Resolution.

Section 5: That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council which resulted in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements including Section 121.22 of the Ohio Revised Code.

Section 6: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the Village's residents, for the immediate implementation of this Ordinance, and provided this Ordinance receives the affirmative vote of the members elected or appointed to Council, it shall take effect and be enforced immediately upon its passage.

June 2, 2025
Approved On

[Signature]
Josiah Martin, Mayor

Joshua Bevington
Joshua Bevington, President of Council

ON ROLL CALL:

CERTIFICATION

I, Joan Zimmerly, Fiscal Officer of the Village of Shreve, Wayne County, Ohio do hereby certify that the foregoing Ordinance No. 3 - 2025 is a correct copy of the Ordinance passed by a 2/3 vote of members of the members of the Village of Shreve Council, which Resolution was duly passed by the Council of the Village of Shreve, and approved by Mayor of the Village of Shreve, County of Wayne, and State of Ohio on 2nd day of, June, 2025 given under my hand the official seal this 2nd day of, June 2025.

by: [Signature], Joan Zimmerly Acting Fiscal Officer

EXHIBIT A

Job Description – Assistant Village Administrator

Position Overview

The Assistant Village Administrator supports the Village Administrator in overseeing daily operations, public services, and infrastructure maintenance. This role involves hands-on leadership, active problem-solving, and collaboration with village staff, department heads, the mayor, and Council. The Assistant Village Administrator ensures regulatory compliance and fosters a productive, accountable work culture.

This position reports directly to the Village Administrator.

Key Responsibilities

General Administration

- Operate and maintain equipment such as backhoes, mowers, chainsaws, and asphalt rollers.
- Maintain supply inventory and update orders in Monday.com.
- Address resident complaints and concerns professionally and promptly.
- Oversee the maintenance and repairs of all village-owned properties.
- Support operations of all village facilities as needed.
- Coordinate with the water/sewer department to ensure uninterrupted service.
- Perform landscaping, weed control, fertilizing, and snow/ice removal on village property.
- Manage tree trimming, hedge maintenance, and leaf pickup in compliance with EPA and health regulations.
- Maintain accurate records of all projects and initiatives in Monday.com.
- Oversee sidewalk maintenance programs and permit issuance.
- Schedule and supervise tree removals, ensuring safety compliance.
- Provide monthly updates to the Village Administrator and Mayor for council reporting.
- Develop and maintain on-call and weekend work schedules.

Streets Department

- Install, maintain, and replace street signs, banners, flags, lights, and traffic signals.
- Paint and maintain road markings, including crosswalks and accessible parking.
- Clean catch basins and manage litter removal.
- Perform asphalt patching, crack sealing, and storm sewer repairs.
- Coordinate logistics for village events (e.g., road closures, signage).
- Conduct regular street sweeping.

- Record all maintenance and repair activities in Monday.com.

Water and Sewer Department

- Record water meter readings and perform equipment maintenance.
- Install and replace water meters; repair water main leaks.
- Conduct plant inspections, monitor pump operations, and perform valve exercises.
- Flush hydrants and maintain sewer/water lines.
- Track equipment usage and maintenance schedules.
- Monitor sludge transfer and treatment plant function.
- Update Monday.com with all work activities and project status.

Coordination and Reporting

- Meet weekly with the Village Administrator, Mayor, and Planning & Grant Administrator to align priorities.
- Provide regular project updates via Monday.com.
- Ensure adherence to council directives and policy compliance.
- Support grant research and preparation in coordination with the Village Administrator & Planning & Grant Administrator.
- Assist with onboarding new employees in the utility and street departments by organizing one-on-one meetings, completing documentation, and providing manuals in coordination with the Village Administrator.

Scheduling and Productivity

- Collaborate with the Village Administrator to plan and assign daily tasks using Monday.com.
- Maintain and share weekly schedules of work objectives and assignments.
- Ensure timely updates in Monday.com for transparency and performance tracking.
- Strategically distribute tasks to optimize department productivity.

Qualifications

Required

- High school diploma or equivalent.
- Experience in municipal operations or a related field.
- Strong organizational and record-keeping abilities.
- Capable of operating heavy machinery and tools.
- Familiarity with infrastructure systems, landscaping, building maintenance, and public works.
- Working knowledge of EPA and public health standards.
- Proficiency in Microsoft Office and Monday.com.

- Demonstrated team leadership and coordination skills.

Preferred

- Background in operations management or public administration.
 - Effective communicator with village leadership, staff, and residents.
 - Proactive problem-solver who anticipates and resolves issues.
 - Results-driven, with a strong focus on quality and efficiency.
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Performance Expectations

- **Leadership Development:** Take initiative to grow in leadership and foster team accountability.
 - **Proactive Planning:** Use Monday.com to create and follow through on proactive work schedules.
 - **Productivity Improvement:** Maintain daily updates and consistent execution of weekly goals.
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Work Environment

This position requires both office work and outdoor fieldwork, including machinery operation, facility maintenance, and attendance at meetings. Work may occur in all weather conditions.