BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO 22-038

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES APPOINT CHRISONDRA A. GOODWINE, ESQ. AS TOWNSHIP ADMINISTRATOR

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in a Special meeting on the 12th day of May 2022, at 7:00 pm at the Township Offices located at 580 Calumet Lane, Dayton, Ohio with the following members present:

M. Michael McLaughlin ( ) James McGuire ( ) Sheila Back ( )

Trustee Mike moved for the adoption of the following Resolution:

Whereas, The Ohio Revised Code Section 505.031 states "Except as otherwise provided in division (B) of this section the Board of Township Trustees may appoint a Township Administrator who shall be the administrative head of the township under the direction and supervision of the board of Trustees and who shall hold office at the pleasure of the board; and

Whereas, Jefferson Township has a need to hire an administrator to manage the day to day functions of Jefferson Township; and

Whereas, The Jefferson Township Board of Trustees have determined it is in the best interest for the health, safety, and welfare of the Township to appoint an Administrator; and

Whereas, the Jefferson Township Board of Trustees intend to proceed with the appointment of Chrisondra A. Goodwine Esq. as Jefferson Township Administrator, this 12th, day of May 2022; and

Whereas, the Jefferson Township Board of Trustees will set the compensation for this job at $61,000.00 yearly with benefits and as an OPERS exempt position. The posted Job Description for this position is attached.

NOW, THEREORE, BE IT RESOLVED, in accordance with Ohio Revised Code Section 505.031 CHRISONDRA A. GOODWIN ESQ. is hereby appointed to the position as Jefferson Township Administrator and employment with Jefferson Township is hereby effective immediately. The terms of employment will be determined by the Board of Trustees of Jefferson Township, Montgomery County, Ohio.

Trustee Sheila seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows: M. Michael McLaughlin (Y) James McGuire (N) Sheila Back (Y)

Signed: _____, President Adopted: _____

Signed: _____, Trustee Attest: _____

Signed: _____, Trustee

RES. 22-_____

Jefferson Township
Montgomery County
580 Calumet Lane, OH 45417

JOB POSTING

Position:	**Township Administrator**
Reports To:	**Township Trustees**
Posted:	
Closing:	
Status:	**Exempt**
Job Reference #:	
Job Location:	Administration Building, 580 Calumet Lane, Dayton, OH 45417
Hours/Week:	Generally, 8 AM – 5 PM; and as needed
Wage:	Prevailing wages
Benefits:	Full benefits

POSITION SUMMARY

Appointed by the Board of Trustees, the Township Administrator serves in an "at-will" capacity, as the chief administrative head of the Township with responsibility for the administration of the various functions of government within the policy and guidelines provided by the Board of Trustees and the Ohio Revised Code, including 505.032. The Administrator directs the day-to-day operations of the Township and plans, coordinates, and directs the development and implementation of goals, objectives, policies, and procedures. The Administrator regularly consults with department heads concerning administrative and operational issues. Overall responsibilities include working within the laws and regulations, applying for and administering grants, human resources, and community events. This position represents the Township at a wide variety of meetings and functions, and interfaces with County and State Departments. Attendance at all Board meetings is required.

MINIMUM EDUCATION AND EXPERIENCE

- Possession of a bachelor's degree in public administration or a related field from an accredited college or university and five (5) years of progressively responsible management experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Comprehensive knowledge of modern principles of public administration as applied to Township government.
- Comprehensive knowledge of modern managerial techniques, principles and practices; thorough knowledge of the scope and function, and laws and policies of local government; ability to establish and maintain cooperative and effective work relationships with the Board of Trustees, Department Heads, Key Public Officials, employees and the public; ability to plan and coordinate a diverse number of activities simultaneously; ability to present ideas effectively both orally and in writing; good professional judgment;
- Possess a valid Ohio Driver's License and maintain a good driving record during employment.
- Comply with and support Jefferson Township policies and procedures, including any post-hire drug and alcohol testing practices.

REQUIRED SKILLS, ABILITIES & RESPONSIBILITIES

- Plans, directs and reviews the work of subordinate department heads;
- Recommends measures for adoption to the Board of Trustees;
- Ensures the preparation of the annual budget and budget message.
- Informs the Board of Trustees of the status of major projects and programs;
- Prepares or ensures the preparation of capital improvement plan for the next five fiscal years;
- Acts on behalf of the Board of Trustees when specifically delegated with such authority;
- Prepares periodic and special reports concerning the activities of Township government;
- Attends Board meetings, participating in discussions and making special studies and reports requested by the Board or on own initiative;
- Represents the Township concerning intergovernmental relationship problems involving neighboring counties, townships, and cities;
- Attends professional meetings and otherwise keeps abreast of modern developments in government;
- Delivers talks on Township Government before lay and professional groups;
- Hears and investigates citizen and other complaints;
- Conducts staff meetings and encourages department heads in self-development in their fields of work;
- Performs a wide variety of related administrative functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES OF POSITION

The following list of essential functions for this position includes activities that must be performed efficiently, effectively and safely in the execution of daily-required tasks.

- Assist in the administration, enforcement, and execution of polices and resolutions of the board.
- Supervise and direct the activities of the affairs of the divisions of township government under the control or jurisdiction of the board.
- Attend all meetings of the board at which attendance is required by that body.
- Recommend measures for adoption.
- Prepare and submit to board such reports as are required by that body, or as he/she considers advisable.
- Keep the board fully advised on the financial conditions of the township, preparing, and submitting a budget for the next fiscal year.
- Moderate to High computer knowledge and experience (Office, Excel, Word, PowerPoint, etc).
- Perform such additional duties as the board may determine.

ESSENTIAL PHYSICAL ABILITIES:

- Ability to attend meetings and to professionally represent Jefferson Township at all functions.
- Mobile ability to function both internal and external to the organization as needed.
- Ability to sit for long periods at a desk or in meetings.
- Ability to extend arms in a range of movements (reach files, documents, publications, handles).
- Ability to manipulate hands, fingers, and wrists or to duplicate activities such as keyboarding and accessing and using communication equipment.
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate, and differentiate objects (seeing written information, messages, signs, warnings, and safety hazards).
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment).

SUPPLEMENTAL INFORMATION

- The Township Administrator position is currently scheduled to work as outlined above. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change;
- Performance evaluations occur as follows: Six (6) month probationary and yearly thereafter;
- Comply with and enforce Jefferson Township policies and procedures;
- Successfully pass an ongoing mandated random drug-testing program.

INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS

Job Descriptions or Class Specifications (Job Descriptions) assist Jefferson Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.