

The Village of Orwell is accepting resumes for the position of VILLAGE MANAGER

**SUMMARY OF DUTIES:** Serves at the pleasure of Village Council, assists in the planning, coordination, and direction of overall operations of the Village; ensures each department and office is providing adequate service to the citizens of Village of Orwell; supervises personnel; prepares recommendations for determining department requirements; establishes and recommends organizational goals and objectives; participates in long-range planning; grant writing capabilities; participates in the development of the annual budget; maintains effective communication with elected officials and the general public; responds to citizen concerns and requests for information; represents the Village of Orwell at public meetings as required.

**QUALIFICATIONS:** An example of acceptable qualifications: Bachelor's degree from an accredited college or university in public administration, business, or related field; five (5) to ten (10) years of relevant experience, or any combination of education and experience which provides the required skill sets to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess or be eligible to obtain a valid driver's license and be eligible for coverage under the Village's vehicle insurance provider.

Salary commensurate with experience and qualifications; Annual salary \$65,000 to \$95,000. This position includes a comprehensive benefits package.

Deadline to apply is **February 28, 2025**.

Qualified candidates should email resume to council president at [cruks@orwellvillage.org](mailto:cruks@orwellvillage.org).

**ESSENTIAL FUNCTIONS OF THE POSITION:**

The Village Manager shall be the chief executive and administrative officer of the Village of Orwell. He/she shall be responsible to the Council for the administration of all municipal affairs placed in his/her charge by or under this Charter, the ordinances of the Village of Orwell and Ohio Revised Code. He/she shall have the following powers and duties:

- a. He/she shall have the discretion of setting wages for employees within the pay ranges as established by ordinance of council;
- b. He/she shall appoint and when he/she deems it necessary for the good of the service, suspend or remove or otherwise discipline all municipal employees and appointive administrative officers, except as provided for, by, or under this Charter, in the manner provided by the rules adopted by the Council pursuant to this Charter, He/she may authorize any administrative officer who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency. He/she shall not have the power or authority to appoint or remove, suspend or discipline the Solicitor or any member of any board or commission established under this Charter;
- c. He/she shall direct and supervise the administration of all departments, offices and agencies of the Village of Orwell, except as otherwise provided by this Charter;

- d. He/she shall attend all Council meetings and shall have the right to take part in discussion but may not vote;
- e. He/she shall see that all laws, provisions of this Charter and ordinances and resolutions of the Council, subject to enforcement by he /she or by officers' subject to his/her direction and supervision, are faithfully executed;
- f. He/she shall make such other reports as the council may require concerning the operations of municipal departments, offices, boards, commissions and agencies subject to his/her direction and supervision;
- g. He/she shall keep the Council fully advised as to the operating condition and future operating and capital needs of the Village of Orwell and make such recommendations to the Council concerning the affairs of the Village of Orwell as he/she deems desirable;
- h. The Village Manager manages any public utilities and collects any rents for them. The Village Manager supervises the maintenance of public places, streets, and sidewalks. The Village Manager may appoint those employees authorized by village council. The Village Manager is also responsible for all Village purchases of equipment, maintenance of all equipment and replacement of equipment including, but not limited to, vehicles, computer and computer software, and construction equipment necessary in the operation of Village of Orwell. The Village Manager will also prepare a yearly report to Council on all Village owned equipment. The Village Manager has all powers of the previous board of public affairs and street Commissioner; in addition to other powers and duties set by ordinance of Village Council as of January 1, 2012. However, the Village Manager cannot establish utility rates. Utility rates are determined by Village Council. The Village Manager is under the general supervision and control of the Village Council.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge:** Intermediate knowledge of laws regarding public contracts and public meetings; Village Charter\*, Village's Codified Ordinances\*; Village policies, procedures, forms, systems, and rules\*; Village government structure.

**Skill:** Intermediate skill in English spelling, grammar, and punctuation; operation of personal computer; public speaking; negotiation and mediation.

**Ability:** Ability to set goals and develop strategies for meeting goals; analyze, organize and prioritize work while meeting multiple deadlines; communicate effectively through speech and writing; develop and maintain working relationships with associates, Village employees, and the general public; deal courteously and diplomatically with the general public; exercise sound judgment to make timely and prudent decisions; identify problem areas and formulate corrective measures; analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action; analyze and prepare documents, reports, and correspondence; work with information of a sensitive or confidential nature and maintain confidentiality.

### **Supplemental Information**

**The Village of Orwell is an Equal Opportunity Employer.  
Due to the Public Records Laws in Ohio, properly redacted application materials  
cannot be kept confidential.**

**Agency**

Village of Orwell

**Address**

179 W. Main St., P.O. Box 56

Orwell, OH 44076

**Phone**

440-437-6459

**Website**

<https://orwellvillage.org>