

Village Administrator Job Description

The Village of McComb is a progressive community located in Hancock County, currently seeking an energetic individual to serve as the Village Administrator. The Village Administrator will report to the Mayor and the Council. The position will be responsible for managing the day to day operations of the village government and will work with the governing body to develop and implement policies, oversee the Village departments consisting of Administration, Streets, Parks & Recreation, Gas and Storm Water Management. The Village supports a full-time police department and a volunteer fire department. The Village Administration requires hands-on responsibilities in Finance, Economic Development, Planning & Zoning, and Human Resources. The Village Administrator will have frequent contact with the Residents, Business Owners & Industrial Consumers and therefore must have excellent interpersonal skills. A Bachelor's Degree in public administration, business administration, urban planning or related fields is preferred. Previous experience is preferred. Equivalent education and relevant work experience will be considered. Salary will be based on qualifications and experience. The village offers an attractive benefits package. The successful candidates should be willing to consider relocation. The Village of McComb is an Equal Opportunity Employer.

Candidates should submit a cover letter and resume with their qualifications and references to:

Attention Mayor Charles Latta

Village of McComb, PO BOX 340 McComb, Ohio 45858

Or Email to: Bboyer@villageofmccomb.com

Candidates information should be received no later than Friday, April 19, 2019.