



**Job Title:** Village Administrator

**Location:** Thornville, Ohio

**Employment Type:** Part Time (Estimated 20–25 hours per week)

**Pay Range:** \$25.00 - \$30.00, commensurate with experience and qualifications

**Reports To:** Mayor

**Application Deadline:** September 30, 2025 at 4:00pm

**Schedule:** Flexible, estimate 20-25 hours per week during regular office hours (7:30 AM – 4:00 PM). Required attendance at evening Village Council meetings and 24/7 on-call availability for emergencies.

### **About the Village**

The Village of Thornville, encompassing approximately 0.5 square miles with 484 homes and businesses, seeks a dedicated and experienced professional to serve as its Village Administrator. This role is pivotal in overseeing the daily operations of the Village's departments and ensuring the efficient delivery of services to our residents.

### **About the Role**

The Village Administrator manages the day-to-day operations of all Village departments, excluding the Police Department. Responsibilities include overseeing the Village's Water and Wastewater Treatment Plants, seeking and submitting grant applications, setting goals and evaluating employee performance, authorizing expenditures within the Council-approved budget, and reviewing all zoning applications within the Village. This role also involves coordinating infrastructure projects, managing budgets, ensuring regulatory compliance, and serving as a liaison between the Village and external stakeholders.

### **Key Responsibilities**

- **Department Oversight:** Supervise daily operations of the Water, Sewer, and Street Departments; meet regularly with department supervisors to coordinate work projects.
- **Project Management:** Collaborate with engineers on Village projects; prepare bid packages for improvements; oversee subdivision developments.
- **Regulatory Compliance:** Ensure compliance with Ohio EPA regulations for water and sewer systems; maintain records for environmental programs.
- **Financial Management:** Develop and manage the Village budget; analyze and recommend water and sewer rates; oversee purchasing in line with guidelines.
- **Infrastructure Planning:** Recommend improvements for streets, sidewalks, and storm drains; coordinate upgrades and repairs.
- **Grant Acquisition:** Identify and pursue grant funding opportunities for Village improvements.
- **Council Engagement:** Attend Village Council meetings to provide reports, updates, and seek approvals for expenses.
- **Community Relations:** Attend meetings and conferences to stay informed on developments; serve as a point of contact for residents and businesses.

**Minimum Qualifications**

High School Diploma or equivalent. Minimum of five (5) years' experience in supervision, construction, finance, and knowledge of wastewater and water systems, street construction, and repairs. Must be bondable.

**Desired Skills & Experience:**

- Experience in municipal administration.
- Strong computer skills for reporting and data collection.
- Proficiency with reading blueprints and legal contracts.
- Knowledge of Ohio Revised Code related to municipal operations and public works.
- Budget development and fiscal oversight experience in a public-sector setting.
- Experience managing infrastructure projects, from planning through construction.
- Ability to communicate professionally with residents, contractors, developers, and elected officials.
- Strong organizational and time management skills with the ability to balance multiple priorities.

**How to Apply**

To apply, submit a resume and a brief cover letter outlining your relevant experience and qualifications to: Village Administrator: Melissa Brofford via email to [administrator@thornville.gov](mailto:administrator@thornville.gov) or dropped off to Village Offices 1 South Main Street, P.O. Box 670, Thornville, OH 43076

**The Village of Thornville is an Equal Opportunity Employer.**