



# VILLAGE OF UTICA, OHIO

## NOW HIRING – VILLAGE ADMINISTRATOR

**Position:** Full-Time

**Starting Salary:** \$60,000–\$70,000 annually, based on qualifications and experience.

**Location:** Utica, Ohio

The Village of Utica is accepting applications for the position of Village Administrator.

We are seeking a dependable, motivated, and experienced individual to oversee the daily operations of our village, supervise municipal employees, manage public infrastructure and services, and work closely with the Mayor and Village Council.

The ideal candidate will demonstrate strong leadership, sound judgment, organizational skills, and a commitment to serving our community.

### Primary Responsibilities

- Oversee daily village operations, including streets, parks, public properties, and municipal infrastructure.
- Directly supervise street and maintenance employees, including assigning daily work, coordinating schedules, establishing priorities, and ensuring projects are completed efficiently.
- Oversee water and wastewater services in coordination with contracted licensed operators.
- Manage infrastructure maintenance, improvements, contractors, and capital projects.
- Assist with budgeting, purchasing, contracts, financial planning, and grant opportunities.
- Administer assigned zoning, planning, and floodplain management responsibilities.
- Coordinate with village officials, residents, engineers, and regulatory agencies.
- Attend Village Council and committee meetings and provide regular operational updates.
- Coordinate responses to municipal emergencies and urgent operational matters as needed.

## Qualifications

- Relevant experience in management, municipal government, public works, utilities, construction management, or related operations.
- Demonstrated experience supervising personnel and managing daily work activities.
- Strong leadership, communication, organizational, and problem-solving skills.
- Ability to manage employees, contractors, budgets, and multiple projects.
- Familiarity with municipal infrastructure and government operations is preferred.
- Experience with grant applications and public funding is beneficial.
- A degree in public administration, business administration, construction management, or a related field is preferred. Equivalent relevant professional experience will be considered.

**Ohio EPA water and wastewater operator certifications are not required.**

## Compensation and Position Requirements

Starting salary is \$60,000–\$70,000 annually, based on qualifications and experience, with benefits provided in accordance with Village policy.

The Village Administrator serves under the general supervision and control of the Mayor and is appointed by the Mayor, subject to confirmation by Village Council.

In accordance with Ohio Revised Code Section 735.271, the successful candidate must establish residency within the Village of Utica within six months of appointment, unless otherwise authorized by Village Council ordinance.

This full-time position requires attendance at evening public meetings and availability to coordinate responses to occasional after-hours emergencies.

## How to Apply

Interested candidates should submit a résumé and cover letter by email or mail to:

### **Village of Utica**

Attn: Village Administrator Position

P.O. Box 524

Utica, OH 43080

**Email:** [jobs@uticaohio.gov](mailto:jobs@uticaohio.gov)

**Phone:** 740-892-2841

Applications will be accepted until the position is filled.

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