

VILLAGE OF GREENWICH, STATE OF OHIO

45 Main Street

Greenwich, OH 44837

Phone: (419) 752-2441 Fax: (419) 752-1903

www.fiscalofficer@villageofgreenwich.com



Job Posting: Village Administrator

Location: Greenwich, Ohio

Population: 1,300-1,400

Employment Type: Full-Time

Salary: Negotiable based on qualifications and experience

Benefits: Health insurance, dental, vision, Public Employees Retirement System (PERS), life insurance

Residency Requirement: Resident of Greenwich, Ohio, preferred.

The Village of Greenwich, a vibrant community of 1,400 residents in Huron County, Ohio, is seeking a dedicated and experienced Village Administrator to lead and enhance our community's growth and operations. This pivotal role offers the opportunity to shape the future of our village through effective leadership, strategic planning, and community engagement. This position is an excellent opportunity for an experienced engineer or public administrator looking to supplement their income while applying their expertise in a meaningful way.

Key Responsibilities:

- Oversee daily operations of the Village, including public works, utilities, staff, and administrative functions.
- Assists with developing and managing the Village budget, ensuring fiscal responsibility and transparency.
- Lead grant writing efforts to secure funding for community projects and infrastructure improvements.
- Assists, directs and oversees the implementation of the Village's strategic Action plan
- Drive community development initiatives, with a focus on downtown revitalization to enhance local business and quality of life.
- Collaborate with the Mayor, Village Council, staff, and residents to implement policies and programs that align with community goals.
- Ensure compliance with local, state, and federal regulations while managing government operations efficiently.
- Foster strong relationships with community stakeholders to promote engagement and unity.

Qualifications:

- Strong background in public administration, government operations, civil engineering, or a related field.
- Proven experience in grant writing and securing funding for municipal or other governmental projects.
- Demonstrated success in community development and downtown revitalization efforts.
- Excellent leadership, communication, and organizational skills.
- Ability to work collaboratively with elected officials, staff, and residents.
- Knowledge of Ohio municipal government operations is preferred but not required.
- Bachelor's degree in public administration, business administration, engineering, or a related field preferred; equivalent experience considered.
- Qualified Lineman preferred but not required.
- Class 1 Water Supply and Class 1 Wastewater Operator certification required or willingness to obtain within first year of employment.

Benefits:

- Salary is negotiable based on qualifications.
- Comprehensive benefits package including health, dental, and vision insurance.
- Enrollment in the Public Employees Retirement System (PERS).
- Life insurance provided.

The Village of Greenwich
45 Main St Greenwich, OH 44837
Hours of Operation
Monday – Friday
8:00 am – 4:00 pm

Why The Village of Greenwich?

Nestled in southern Huron County, The Village of Greenwich is a close-knit community with a rich history and a bright future. As Village Administrator, you will play a central role in shaping our community, fostering growth, and enhancing the quality of life for our residents.

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references

To:

Village of Greenwich

Attn: Village Administrator Job Opening

45 Main Street, Greenwich Ohio 44837

OR email to: fiscalofficer@villageofgreenwich.com

The Village of Greenwich is an equal opportunity employer. We encourage applications from all qualified candidates, including retired professionals passionate about public service and community development. Join us in building a brighter future for The Village of Greenwich!

Job Type: Full-time

Benefits:

- • PERS
- • Dental insurance
- • Health insurance
- • Paid Vacation
- • Paid Sick Leave
- • Long/short term disability
- • Vision insurance
- • Annual Clothing Allowance

Schedule:

- • 8-hour shift (5 Days, Monday-Friday)
- • On call for emergencies
- • Weekends and holidays are sometimes required

Ability to Commute:

- • Greenwich, OH 44837 (Required)

Ability to Relocate:

- • Greenwich, OH 44837: Relocate before starting work (Preferred)

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