



POSITION TITLE Township Administrator	STATUS Full Time-Exempt
REPORTS TO Board of Trustees	SALARY RANGE: \$85,000-\$105,000
SUPERVISES All Township Employees (FT and PT)	MINIMUM EDUCATION Bachelor's Degree

Applications will be accepted until Friday September 18th, 2026, to be sent via email to administration@miamitownship.org or in person/mail to 3780 Shady Lane ATTN: Administration Hiring, North Bend Ohio 45052.

PURPOSE: The Township Administrator is the Chief Executive Officer of Miami Township and is responsible for the day-to-day execution of the operations of the Township, including all policies of the Township as established by the Board of Trustees.

SCOPE: The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the Township. This person will foster and promote a culture of accountability and continuous improvement with all departments and personnel and continuously strive for excellence in serving residents. Duties of the positions are performed under the general direction of the Board of Trustees.

ESSENTIALS ROLES & RESPONSIBILITIES: May include, but not limited to, the following:

- Thought leader and visionary; consistently adds real value by providing innovative ideas, leading improvement initiatives; and fostering best in class service and efficiency for the residents of Miami Township.
- Networks with others inside and outside of the Township to identify new trends and best practices
- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses
- Questions established practices or procedures in the interest of improving them
- Strong leadership presence; influential and confident without appearing authoritarian or arrogant
- Thorough knowledge of contemporary public administration concepts
- Superior oral and written communication skills, as well as public relation skills
- Sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize and manage multiple complex projects.
- Demonstrate strong initiative, sense of urgency, and exhibit a high energy level in order to quickly generate results; proactive without being rash or impulsive
- Highly imaginative, but comfortable managing ambiguity and dealing with “gray areas”
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials, especially those with widely diverse management styles and personalities.
- Ability to analyze and interpret complex information and convey solutions in Executive Format for both elected and appointed officials
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.

- Ability to focus Township personnel on customer service and engrain customer service principles and best practices in all facets of Township Government.
- Manages the economic development efforts of the Township
- Serves as the primary liaison to businesses in the community
- Recruits and retains businesses into the community
- Attend meetings as a representative of Miami Township outside of normal business hours as directed by Board of Trustees.

CRITICAL SKILLS

- Ability to act as administrative head and supervisor of department heads

EXPERTISE:

- Ability to implement policy as directed by the Miami Township Board of Trustees
- Ability to recommend action steps and/or best practices in the implementation of stated Board Policy
- Able to serve as chief appointed advisor to the Board of Trustees on internal matters (ie budgets, human resources, etc.)
- Ability to supervise and direct activities of the divisions of the Township that are under the control and jurisdiction of the Board of Trustees
- Ability to work with Health Care Committee to recommend Township insurance plans
- Ability to represent the Township's interests and views as warranted
- Ability to represent and defend decisions of the Board of Trustees as warranted
- Skill in formulating operating budgets for all departments and services, and ensuring adherence to those budgets
- Ability to supervise the annual appraisal process for non-union personnel; ensure the merit pool as determined by the Board of Trustees is properly allocated and not exceeded.
- Ability to work with Township staff to direct the communication of message through Miami Township's website, social media tools, special events, newsletter, media contacts, public improvements, and branding of Miami Township residents, businesses and visitors.
- All other duties assigned by Miami Township Board of Trustees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS

- At least 5-10 years of management experience in either local government or business environment
- Highly proficient with computers and management information systems, especially Microsoft Office applications
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

PHYSICAL & MENTAL REQUIREMENT:

A mature and pragmatic individual with strong people skills, high integrity, energy and enthusiasm who consistently exercises good professional judgement. Constantly and consistently a top performer. Pushes self and the entire organization for results. An initiator both in thinking and in relationships. An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change. This person must be ethically driven and self-motivated.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. The Township Administrator is expected to be in office during normal working hours and as described above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.