

## Village of Georgetown-Village Administrator

The Village of Georgetown, Ohio is seeking a qualified, professional candidate for the full-time position of Village Administrator. Georgetown (pop. approx. 4,500), is a Charter Form Village and serves as the county seat for Brown County, Ohio. The Village Administrator is the chief administrative officer for the Village and is responsible for: managing all public utilities (water, sewer and electric), supervising the maintenance of all public places, streets, and sidewalks in the Village, working under the direction of and implementing the decisions of the Mayor and Council, overseeing the procurement of materials and services, addressing the concerns of residents and other stakeholders, supervising employees and administering employee benefits, pursuing grant and funding opportunities, economic and community development efforts, and other related duties as are provided by law or as may be assigned.

Preference will be given to candidates with a bachelor's degree in public administration, business management, or a closely related field with a master's degree preferred, and ten years of progressively responsible public management experience, or equivalent combination of education and experience. Salary will be dependent upon education and experience. Please provide your salary requirements. Employee benefits are also available for this position.

Qualified candidates must have a valid Ohio driver's license, must be insurable and bondable, and must pass a drug screen and criminal background check. Interested candidates should submit a cover letter, resume, and professional references to Mayor Kelly Cornette Bolington 301 S. Main Street, Georgetown, Ohio 45121, or email them to [kelly.jones@georgetownohio.gov](mailto:kelly.jones@georgetownohio.gov). Candidates must apply by 4:00 p.m. on February 2, 2024 More information regarding the Village of Georgetown is available on its website at [www.georgetownohio.gov](http://www.georgetownohio.gov). A copy of a full job description for the position may be acquired by contacting Mayor Kelly Cornette Bolington at (937) 378-6395.