

The Village of Millersburg is accepting applications and resumes for the position of Assistant Administrator. The position will assist the Village Administrator in the daily operations of the Village, special project assignments, capital project inspections, direction and enforcement of the Planning and Zoning Code, Design Review Code, and property maintenance codes. Additional duties will include assisting the Utility and Street Departments with administrative and/or routine tasks and assignments as needed. Applications are available at [www.millersburgohio.com](http://www.millersburgohio.com) or at the Village Offices, located at 6 N. Washington Street. Relevant education and/or experience is preferred. Interested parties should submit their resume and application to Nate Troyer, Village Administrator, at [nathan.troyer@millersburgohio.com](mailto:nathan.troyer@millersburgohio.com) or via mail at 6 N. Washington Street, Millersburg, OH 44654. Applications and resumes will be accepted until the position is filled.

## Assistant Village Administrator Job Description

### **Job Summary**

The Assistant Village Administrator (AVA) is appointed by the Mayor, with the approval of Council. The AVA is responsible for assisting the Village Administrator in managing the day-to-day operations of the Village, including the Utility and Street Departments and Administrative Staff. Primarily responsible for Zoning, Design Review, Floodplain Administration, construction inspection of Village project and contractors working within the Village and representing the Village on various boards and committees as assigned.

### **Essential Job Duties and Responsibilities**

- Carry out directives of Village Administrator which require administrative implementation, and report regularly to Village Administrator on current projects, issues, public requests, etc.
- Assist in preparation of contracts for project bids, bid specs, large purchases etc.
- Work with administration in annual preparation of budget and appropriations.
- Ensure compliance with local, State and Federal regulations as they pertain to Village operations
- Primarily responsible for administration and enforcement of the Planning and Zoning and Design Review Codes. Meet with residents, businesses and contractors performing improvements within the Village to ensure code compliance. Represent the Village on the P&Z and DRB Boards.
- Initiate and follow through on property maintenance issues within the Village (safety concerns, mowing/weed removal, ice/snow removal, etc.)
- Assist in ensuring thorough and satisfactory completion of contracted and consultant work.
- Establish and maintain procedures to facilitate communication between residents and the Village to assure complaints and grievances receive appropriate attention.
- Promote the well-being of the Village through public and private sector cooperation.
- Attend meetings of the Village Council, Design Review Board, P&Z Commission and other Boards as necessary or in the absence of the Village Administrator.
- Attend conferences and trainings on relevant topics to stay up to date on best practices, legislation, and potential money saving measures.
- Assist Utility and Street Departments as needed (administrative tasks, traffic control, performing routine work as necessary due to vacancy/shortage of labor within Department etc.)
- Perform any other duties as assigned by Village Council and the Mayor and Village Administrator

**THE VILLAGE OF MILLERSBURG  
APPLICATION FOR EMPLOYMENT**

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Applicants may request reasonable accommodation in the application/interview process.

**PLEASE PRINT**

NAME:	_____		
ADDRESS:	_____		
TELEPHONE:	_____	SOCIAL SECURITY NUMBER:	_____
APPLICATION DATE:	_____	VETERAN:	<input type="checkbox"/> Yes <input type="checkbox"/> No Branch of Service: _____
ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No			
WILLING TO RELOCATE FOR RESIDENCY REQUIREMENT (IF APPLICABLE)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**PERSONAL DATA**

Position(s) desired: \_\_\_\_\_ Full -Time  Part-Time   
Date available to start: \_\_\_\_\_

Have you previously applied for a job with the Village of Millersburg ? Yes  No  When? \_\_\_\_\_

Have you ever been employed by the Village of Millersburg? Yes  No  When? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Are you related to anyone employed by the Village of Millersburg ? Yes  No   
If yes, state name and relationship: \_\_\_\_\_

Do you have any time commitments that might interfere with your employment? (e.g. , subject to recall, school) Yes  No   
If yes, please explain: \_\_\_\_\_

Have you ever been employed by another public employer in Ohio? Yes  No   
If yes, provide place and dates of service: \_\_\_\_\_

Are you able to perform the essential functions of the job(s) for which you are applying with or without reasonable accommodation?  
(Should there be a question, please refer to the job description.) Yes  No   
If no, please explain: \_\_\_\_\_

Have you ever been dismissed from or asked to resign from any employment position? Yes  No   
If yes, please explain: \_\_\_\_\_

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If you are applying for a position that requires a driver's license or a commercial driver's license to perform the essential duties of the job, please answer the following:

- Do you have a valid Ohio driver's license? Yes  No
- Do you have a valid Ohio commercial driver's license? Yes  No
- Have you been arrested for any traffic-related incidents? Yes  No
- Has your driver's license been suspended or revoked within the last three (3) years? Yes  No
- Have you had your auto insurance rejected, cancelled, or been in a high-risk insurance program? Yes  No
- Have you been involved in any accident, either at fault or not at fault? Yes  No
- Have you had any traffic violations in the past three (3) years? Yes  No
- If yes, please list:

OFFENSE	APPROXIMATE DATE/YEAR
_____	_____
_____	_____
_____	_____

If employed, why do you wish to leave your present employer?

\_\_\_\_\_

\_\_\_\_\_

May we contact your present employer for a reference? Yes  No

Employer's name and address (if not included elsewhere in this application): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe briefly the type of work that you are best qualified to do by reason of background, education, previous employment or training, and tell why you feel qualified for the position(s) for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATIONAL DATA

NAME OF SCHOOL OR COLLEGE	LOCATION CITY, STATE, ZIP	MAJOR SUBJECT/DEGREE	SCHOLASTIC AVERAGE	DID YOU GRADUATE?
High School:				
College Or University:				
Other Schools Attended:				
Other (Courses, Special Training, Etc.):				

Honors received:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT DATA**

List all previous employment for the last ten (10) years in chronological order – last position or current employer first – including U.S. Military, if applicable. Attach additional pages if needed or resume if desired.

Employer:		Telephone:
Address:		Final Salary:
Dates Employed From:                      To:	Positions Held:	Supervisor:
Reason for Leaving:		
Employer:		Telephone:
Address:		Final Salary:
Dates Employed From:                      To:	Positions Held:	Supervisor:
Reason for Leaving:		
Employer:		Telephone:
Address:		Final Salary:
Dates Employed From:                      To:	Position(s) Held:	Supervisor:
Reason for Leaving:		

**PERSONAL REFERENCES OTHER THAN RELATIVES AND FORMER EMPLOYEES (if they cannot be contacted)**

NAME	ADDRESS AND TELEPHONE	OCCUPATION
1.		
2.		
3.		

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Applicants for employment with the Village of Millersburg are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability or ancestry.

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**CERTIFICATION**

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information unless otherwise noted in this document, including permission to obtain information related to my prior work history. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

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APPLICANT'S SIGNATURE

DATE

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Applications not resulting in hire will be kept on file by the Village of Millersburg for a period of 180 days. After 180 days, applicants must resubmit new applications to be considered for future vacancies.

**FOR INTERNAL USE ONLY**

ARRANGE INTERVIEW:

YES

NO

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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INTERVIEWER'S SIGNATURE

DATE

EMPLOYED: YES  NO

STARTING DATE: \_\_\_\_\_ STARTING RATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

**The Village of Millersburg**  
6 North Washington St.  
Millersburg, Ohio 44654  
330-674-1886  
Fax: 330-674-9044

**VILLAGE OF MILLERSBURG  
EQUAL EMPLOYMENT OPPORTUNITY**

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The Ohio Fair Employment Practice Law prohibits employment practices that discriminate based on race, color, religion, sex, age, national origin, qualifying disability, or ancestry. The 1964 Civil Rights Act, Title VII, prohibits discrimination based on race, color, religion, sex, or national origin.

The Ohio Administrative Code, Section 4112-5-04, requires the \_\_\_\_\_ to record and report the information listed below. Please help us comply by providing the answers to the following questions.

The Equal Employment Opportunity Form will be kept in a CONFIDENTIAL FILE separate from the Application for Employment. It will not be used to determine employment eligibility.

POSITION APPLIED FOR: \_\_\_\_\_

RACE/ETHNIC GROUP:     American Indian/Alaskan Native  
                                   Asian/Pacific Islander  
                                   Hispanic  
                                   Black  
                                   White

SEX:                            Female  
                                   Male

VIETNAM ERA VETERAN:    Yes  
                                   No

DISABLED VETERAN:        Yes  
                                   No

DO YOU HAVE A DISABILITY OR MEDICAL CONDITION THAT NEEDS TO BE ACCOMMODATED TO PROVIDE YOU WITH AN ACCESSIBLE WORK ENVIRONMENT?

Yes  
 No

REFERRED BY:            Job Posting            Newspaper  
                                   Friend                    Other (please specify): \_\_\_\_\_

Thank you for completing this form.

**THIS INFORMATION IS TO BE UTILIZED FOR AFFIRMATIVE ACTION USE ONLY.**