

Village Administrators duties

GENERAL PURPOSE

The Village Administrator answers to the Mayor while the Mayor and Administrator are granted their authority by the State codes and Village Codes. Council receives the funding request for yearly work to be completed and passes a spending appropriation to allow the Mayor and Administrator to complete the planned work load.

Statutory duties:

§ 232.01 ESTABLISHMENT OF POSITION.

In accordance with R.C. § 735.271, there is hereby established in and for the Village the position of Village Administrator, otherwise known as the Administrator.
(80 Code, § 232.01) (Ord. 989, passed 12-5-66)

§ 232.02 RESPONSIBILITIES.

The Administrator shall have those powers, duties and functions as provided by the general laws of the State. In addition, he:

(a) Shall **manage, conduct and control the water works, electric light plants, artificial or natural gas plants or other similar public utilities, furnish supplies of water, electricity or gas and collect all water, electric and gas rents;**

(b) **May make such bylaws and regulations as he deems necessary for the safe, economical and efficient management and protection of such works, plants and public utilities, which bylaws and regulations, when not repugnant to Municipal ordinances and resolutions or to the State Constitution, shall have the same validity as ordinances;**

(c) Shall have the same powers and perform the same duties as are provided in R.C. §§ 743.05 to 743.07, inclusive, 743.10, 743.11, 743.18 and 743.24, and all powers and duties relating to water works in any of such sections shall extend to and include electric light, power and gas plants and other similar public utilities;

(d) Shall **supervise the improvement and repair of streets, avenues, alleys, lands, lanes, squares, market houses, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, streams and watercourses, as well as the lighting, sprinkling and cleaning of all streets, alleys and public buildings and places;**

(R.C. § 735.273)

(e) Shall **make contracts, purchase supplies and materials and provide labor for any work under his supervision,** as provided in R.C. § 731.141; and

(f) Shall **establish and administer central purchasing for all offices, departments, boards, and commissions of the village,** as provided in R.C. § 731.141.

(g) Shall **perform the duties of Zoning Inspector,** unless some other party is appointed to that position in accordance with the provisions of § [242.01](#) of the Codified Ordinances of the Village of Jefferson.

(h) Shall have **supervisory responsibilities over the Village's Recreation and Waste Water Treatment Departments.**

(i) Shall have such other powers and duties as are prescribed by ordinances or by law and which are not inconsistent herewith.

(80 Code, § 232.02) (Ord. 989, passed 12-5-66; Ord. 2175, passed 9-2-97; Ord. 2310, passed 4-17-00)

CHAPTER 254: PERSONNEL RULES AND REGULATIONS FOR EMPLOYEES GENERALLY

[254.01](#) Definitions of terms; employment, personnel and program practices; management rights; amendments; administrative orders; chain-of-command; merit system; disclaimer; savings clause; and ethics

[254.02](#) Compensation and classification generally

[254.03](#) Medical, hospital, prescription, life, dental, and vision insurance for full time employees

[254.031](#) Medical, hospital, prescription, life, dental, and vision insurance for part time employees

[254.04](#) Call-out time

[254.041](#) Court appearance time

[254.05](#) Vacations and holidays

[254.06](#) Leaves

[254.07](#) Travel allowance

[254.08](#) Overtime

[254.09](#) Authority to open safe deposit box

[254.10](#) Indemnification against lawsuits and claims

[254.11](#) Longevity compensation

[254.12](#) Deferred compensation plan

[254.13](#) Flexible benefits plan

[254.14](#) Hiring and termination

[254.15](#) Regulations and reimbursement rules for training, conference, convention, and meeting fees and expenses

[254.16](#) Conduct

[254.17](#) Performance standards and evaluations

[254.18](#) Safety

[254.19](#) Disciplinary codes

[254.20](#) Discipline

CHAPTER 1019: RIGHT-OF-WAY MANAGEMENT POLICY

[1019.01](#) Definitions

[1019.02](#) Purpose and scope of chapter

[1019.03](#) Prohibition; types of permits; Right-of- Way Committee

[1019.04](#) Application procedure, appeal

[1019.05](#) Criteria for granting permits

[1019.06](#) Obligations of permittees; conditions of permits

[1019.07](#) Permit fees and auditing

[1019.08](#) Joint planning and construction

[1019.09](#) Municipality use of facilities

[1019.10](#) Adoption of regulations

[1019.11](#) Indemnity; insurance

- [1019.12](#) Removal of facilities
- [1019.13](#) Revocation
- [1019.14](#) Reservation of rights
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- [1019.16](#) Foreclosure and receivership
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- [1019.99](#) Penalties

CHAPTER 1020: EXCAVATIONS

- [1020.01](#) Permit required
- [1020.02](#) Permit application; deposit required; exceptions
- [1020.03](#) Street Deposit Account
- [1020.04](#) Repairs; use or refund of deposit
- [1020.05](#) Utility companies; performance bond required
- [1020.99](#) Penalty

CHAPTER 1022: STREETS

- [1022.01](#) Maintenance of state highways
- [1022.02](#) Centerlining of state highways
- [1022.03](#) Surface application of brine
- [1022.04](#) Platted but unopened streets
- [1022.05](#) Traffic signals

CHAPTER 1024: SIDEWALKS

- [1024.01](#) Repairs by owners; reimbursement

CHAPTER 1025: DRAINAGE AND CULVERT PIPE

- [1025.01](#) Drainage pipe for all new installations; catch basins
- [1025.02](#) Driveway culverts for all new installations; ditches

CHAPTER 1026: TREES AND SHRUBS

- [1026.01](#) Short title
- [1026.02](#) Definitions
- [1026.03](#) Appointment of Arborist; authority; duties
- [1026.04](#) Master Street Tree Plan
- [1026.05](#) Planting, removal, etc.; permit required; conditions
- [1026.06](#) Abuse of trees and shrubs; trimming required; obstruction of view of motorists
- [1026.07](#) Penetration of roots under public places; abatement of nuisance
- [1026.08](#) Authority of Arborist to trim and remove
- [1026.09](#) Orders to correct; hearings; appeals; remedy of village for noncompliance
- [1026.10](#) Moving of trees; deposit or bond required
- [1026.11](#) Right of entry
- [1026.12](#) Interference with Arborist

CHAPTER 1027: PUBLIC GREENS

- [1027.01](#) Definition
- [1027.02](#) Green locations
- [1027.03](#) Management directives
- [1027.04](#) Regulations governing use of greens, parks and tree lawns

CHAPTER 1028: CURB CUTS

- [1028.01](#) Permit required; application; fee

CHAPTER 1029: PROPERTY NUMBERING SYSTEM

- [1029.01](#) Numbering map
- [1029.02](#) Numbering system
- [1029.03](#) Purchase of numbers
- [1029.04](#) Numbers for future buildings
- [1029.05](#) Defacing of numbers
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TITLE FOUR - Sewers

- Chap. [1030](#). Administration and Enforcement
- Chap. [1032](#). Sewer Connections and Installations
- Chap. [1034](#). Use of Public Sewers
- Chap. [1036](#). Sewer Surcharges

CHAPTER 1060: GARBAGE, RUBBISH, AND RECYCLABLE SOLID WASTE COLLECTION AND DISPOSAL

- [1060.01](#) Definitions
- [1060.02](#) Vehicle requirements
- [1060.03](#) Disposal of waste
- [1060.04](#) Required residential collection and disposal service
- [1060.05](#) Other garbage and refuse collection and disposal services
- [1060.06](#) Payment and collection

CHAPTER 1068: BURIAL OF DECEASED PERSONS UNCLAIMED FOR PRIVATE INTERMENT

- [1068.01](#) Burial of deceased persons unclaimed for private interment; expenses; grave marker

CHAPTER 1070: VIDEO SERVICE PROVIDERS

- [1070.01](#) Definitions
- [1070.02](#) Service commencement and termination notification requirements
- [1070.03](#) Video service standards
- [1070.04](#) Addressing service complaints
- [1070.05](#) Prohibition against discrimination
- [1070.06](#) Video service provider fee
- [1070.07](#) Village audits of video service providers

CHAPTER 1220: PLANNING COMMISSION

- [1220.01](#) Establishment; composition; powers and duties
- [1220.02](#) Membership

CHAPTER 1224: SUBDIVISION REGULATIONS

- [1224.01](#) Purposes
- [1224.02](#) Application
- [1224.03](#) Interpretation
- [1224.04](#) Effective date
- [1224.05](#) Amendments
- [1224.06](#) Enforcement
- [1224.07](#) Appeals
- [1224.08](#) Definitions
- [1224.09](#) Development of land; applications; requirements
- [1224.10](#) Separability

TITLE FOUR - Zoning

- Chap. [1240.](#) General Provisions and Definitions
- Chap. [1242.](#) Districts and Boundaries Generally
- Chap. [1244.](#) Administration, Enforcement and Penalty
- Chap. [1246.](#) Use Regulations
- Chap. [1248.](#) Height Regulations
- Chap. [1250.](#) Yard Regulations
- Chap. [1252.](#) Density Regulations
- Chap. [1254.](#) Off-Street Parking and Loading Regulations
- Chap. [1256.](#) Site Plan Review
- Chap. [1258.](#) LI Light Industrial Districts
- Chap. [1260.](#) Planned Unit Development
- Chap. 1262. Historic Preservation

CHAPTER 1422: OHIO BASIC BUILDING CODE

- [1422.01](#) 1995 edition adopted
- [1422.02](#) Purpose
- [1422.03](#) Application
- [1422.04](#) Compliance; violations
- [1422.06](#) Enforcement
- [1422.07](#) File and distribution copies
- [1422.09](#) I-2 Use Group Classification

TITLE FOUR - Miscellaneous Building Regulations

- Chap. [1440.](#) Administration and Enforcement
- Chap. [1444.](#) Flood Damage Prevention
- Chap. [1446.](#) Signs
- Chap. [1448.](#) Professional Design Firm Selection Process
- Chap. 1450. Exterior Property Maintenance Code

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: