

### **Administrator, Concord Twp., Lake County, Ohio**

Concord Township, a growing northeast Ohio community of approximately 18,646 residents, is seeking resumes and letters of interest for the position of Township Administrator. The Township Administrator is the administrative head of the Township and works under the direction of the Board of Trustees. The administrator enforces and executes the policies of the Board and supervises the departments of township government. The main focus of the Administrator is to provide for the administration and implementation of the policies, resolutions, and special projects of the Board of Trustees. The Administrator works closely with the Board, the Fiscal Office, and all department heads to assure Township government is responsive to the public and is functioning efficiently and effectively. The administration department serves as a central source of information and referral for citizens regarding Township activities. The Administrator attends all Trustees' meetings and other meetings required by the Board. Skills in economic development, grant writing, budget development and budget management preferred.

Resumes must be received by close of business **February 16, 2018**. They may be mailed to: Township Board of Trustees c/o Christopher Galloway, Chairman, 7229 Ravenna Rd., Concord Twp., OH 44077, or email: [Trustees@concordtwp.com](mailto:Trustees@concordtwp.com).

Salary commensurate with experience. EOE