

JOB TITLE: Village of Galena, Deputy Village Administrator

The Village of Galena is currently seeking applications for the position of Deputy Village Administrator. Interested applicants should send a letter of interest and a resume detailing their relevant experience, employment history, and references to mayor@galenaohio.gov.

The ideal candidate should have prior experience working in a municipal or village setting, including managing budgets, conducting personnel evaluations, supporting positive community relations, extensive grant writing experience, and demonstrating strong time management skills to handle the various responsibilities of the role.

The Village of Galena is an equal opportunity employer that complies with EEOC rules and regulations.

Deadline to Apply: July 21, 2026

HOURS AND RATE OF PAY:

The compensation range is \$80,000 - \$95,000 annually.

The Deputy Village Administrator is a full-time role exempt from overtime with potential for flexible work arrangements (reduced hours, hybrid, etc.). On-call availability is anticipated, occasional evening hours for meetings is also expected.

POSITION SUMMARY:

The Deputy Administrator reports to the Village Administrator and helps to ensure the smooth and efficient operation of the village through oversight of day-to-day operations and community engagement. With focus on furthering the village vision, the role also partners with village staff, the mayor and council to drive improvements and measured growth

- The Deputy Administrator assists with the maintenance of public places, streets, and sidewalks.
- The Deputy Administrator assists with project-based activities within the village that may involve outside contractors, inspectors, and approvals
- The Deputy Administrator will become familiar and ready to assist with all staff functions including zoning, fiscal management, maintenance, etc.
- The Deputy Administrator will become proficient in projecting the village brand and goodwill through social media, print and email such as our quarterly newsletter.
- The Deputy Administrator will assist in the preparation and execution of all public meetings.

RESPONSIBILITIES – Administrative:

1. Be proficient with all relevant laws contained in the Ohio Revised Code. Sunshine law, public records requests, minutes, agendas, document retention to name a few.
2. Provide updates, insights, and recommendations at regular and special council meetings as a non-voting participant.
3. Assist and engage where needed to ensure adherence with ordinances of the village.
4. Assist with reports as the council may require concerning the operation of departments, divisions, offices, boards, commissions, bureaus, and agencies of the village.
5. Provide staff support for the council, mayor, and municipality boards, commissions, and committees.

6. Participate in village development meetings/discussions as requested.
7. Perform such other powers, duties, and functions as are conferred or required by the mayor, council, or laws of the State of Ohio.
8. Primary responsibility to actively seek grants and other federal, state, and county financial support for the village.
9. Complete all required annual certified public training. Ensure that all village employees are up to date on required training. Notify and counsel elected officials on required training.
10. Assist to establish village "best practices" to ensure a durable and auditable records retention schedule according to ORC.
11. Assist and be proficient with budget and fiscal duties to include capital planning, purchasing, audit preparation and financial reporting.
12. Become proficient and ready to assist with all staff functions including zoning, fiscal, maintenance, etc. Be the back-up to these functions as needed.
13. Be available and responsive to emergency / on call duties such as weather events, utility and public works issues, or other unexpected events that impact our residents.

RESPONSIBILITIES – Best Practices:

1. Coordinates benchmarking of certain Village's policies and regulations and their implementation against peer and aspirational communities and implementing process improvements to achieve a best-in-class municipality.
2. Research and introduce industry standards and perspectives to staff and provide ongoing advice and support.

RESPONSIBILITIES – Communications & Social Media:

Primary responsibility to create and manage a robust communications program to help keep residents informed and engaged. Responsibilities include creating and sharing timely, accurate, and engaging information about Village projects, events, services, and initiatives through a variety of communication channels.

1. Ensure that the village website is always accurate and current
2. Ensure proper management of the Village's social media platforms, including creating and scheduling content.
3. Share Village news, updates, announcements, and public information in a timely manner.
4. Promote community events, programs, and initiatives before, during, and after events.
5. Attend Village events, meetings, and community gatherings
6. Ensure the creation and distribution of village newsletters, email communications, and other resident-focused publications.
7. Ensure communications are accurate, professional, and consistent with the Village's goals and brand.

RESPONSIBILITIES – Public Works:

1. Assist with planning and scheduling technical services associated with village utilities.
2. Assist with regulatory compliance relating to the village's NPDES permit, MS4 Stormwater requirements and services related to industrial pretreatment requirements.

3. Assist with planning and development of technical support plans relating to WWTP system requirements including review of proposed new collection systems, lift stations, and WWTP capacity enhancements.
4. Assist with oversight of village operations and maintenance personnel and contract operation performance