

ORDINANCE NO. 2601

AN ORDINANCE SETTING THE SALARY OF THE VILLAGE ADMINISTRATOR, EFFECTIVE JANUARY 9, 2026, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE, COUNTY OF BELMONT, STATE OF OHIO:

SECTION 1: That the annual salary for the position of Village Administrator shall be \$60,000.00 effective January 9, 2026.

SECTION 2: The job description for the Village Administrator position is attached to this ordinance as Exhibit A.

SECTION 3: The Village Administrator hours of work will be from 7:00 am to 4:00 pm Monday through Friday. The position also requires the Village Administrator to be "on call," and to respond to off-hours emergencies that may occur within the Village, or to work over the normally scheduled work hours in the event of emergencies or projects where work continues beyond of before the normal scheduled work hours.

SECTION 4: Upon successful completion of the six-month probationary period, the Village Administrator salary will be increased by \$5,000.00 to the amount of \$65,000.00. The Village Administrator is eligible for a future salary review consideration based on the continued successful operations of the Village and required job description duties performance 2 – years after the completion of the six-month probationary period.

SECTION 5: The Village Administrator is entitled to the benefits typically provided by the Village and described in the Village handbook.

SECTION 5: The appointment of a Village Administrator is subject to successful completion of a background check which will be conducted by the Village.

SECTION 6: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 7: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting

of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

SECTION 8: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ATTESTED:


Ginny Favada, Fiscal Officer

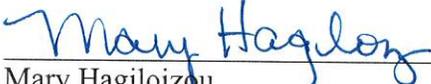

Robert Dodrill, Mayor

Date: 1.8.26

Date: 01/08/26

CERTIFICATE OF POSTING

I, Mary Hagiloizou, Clerk of Council, do hereby certify that the foregoing Resolution was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on 02/11/26.


Mary Hagiloizou

Village of Bellaire

Job Description: Village Administrator Position As of 01/08/2026

Overview

Under the direction of the Mayor, The Village of Bellaire Village Administrator is responsible for managing the daily operations of the village, implementing policies set by the village council, and overseeing various departments (Water, Sewer, Sanitation, lighting and Streets). The Village Administrator shall also supervise service staff, prepare department budgets for review, ensure efficient delivery of services to the Village of Bellaire and assist in the development of the betterment of the Village.

Full-time Position

- This is a full-time position and classified as exempt. It is anticipated that the Village Administrator be on call for emergency situations that occur outside of normal business hours.

Responsibilities

- Responsible for the efficient and effective operations, maintenance of The Water Utility, all Sanitation and Sewer services, village water systems infrastructure, streets and roads and all village lighting systems to include:
- Snow removal, weed abatement, mowing, maintenance of village government and public buildings and park facilities; brush and leaf pickup; storm sewer and drainage systems, streetlights and lighting, and supervision of all improvements and repairs.
- Annual village clean-up
- Serves as the primary contact for the Village of Bellaire for the operation and maintenance of the Water Utilities to include all EPA mandates, communications, and compliance requirements.
- Serves as the primary contact for the Village of Bellaire Sanitation Services
- In accordance with Building Code Chapter 1353 Flood Damage Reduction, serves as the Village of Bellaire Floodplain Administrator.
- Serves as a strong liaison between the Village of Bellaire and other municipalities, Townships, Belmont County, and surrounding counties as necessary.
- Works with the Fiscal Officer to establish annual balanced budget, works to control cost and find solutions for cost reduction and improved efficiencies over time to increase revenue and collection. Develop, maintain, manage, and control budget under position authority.
- Assists in code Enforcement throughout the Village
- Receives residents' suggestions and complaints and works toward acceptable solutions.
- Communicate with the Mayor, Service Committees and Village Council on a regular

basis to advise on project status and accomplishments and when required prepares written reports.

- Attends all Village Council meetings and provides a monthly written (typed) report to Council informing about the status of the village, the Water Treatment Plant, the Sanitation Department, employees, equipment, progress reports for any existing projects, plans for any future projects and a monthly update on the budget.
- Is the designated Project Manager for any work contracted through the Village, whether through direct funding or grant/ loan fund sources.
- Is responsible for working through the bidding process and with project engineers and selected contractors to ensure the work is completed as contractually agreed.
- Required to create a Village Inventory list to establish a record of all Village owned assets, equipment, spare parts, owned real properties and structures, and their values. Incorporate a process to update the inventory schedule as parts are used, and assets are sold or purchased and received into or removed from inventory. Schedule annual Inventory counts.
- Drafts a workload description to include job and number of employees needed to complete the work for approval and implementation.
- Coordination and supervision of employee work activities, and determination and assignment of work projects, as well as review and update work schedules as needed.
- Responsible for employee motivation and discipline including coaching, corrective counseling and oral or written reprimands, suspensions, or terminations in accordance with established policies.
- Creates a supportive and responsive work environment for employees, which includes regular staff meetings, employee evaluations and implementation of performance improvement plans as needed.
- Performs other related duties as assigned by the Mayor.

Qualifications

- Administration Experience
- Knowledge of local law, ordinances, regulations, and EPA standards and policies
- Ability to establish relationships and work with the County, township, and or State governing bodies
- Clear and concise communication skills in both written and oral practices.
- Skilled in negotiations, collective bargaining, and conflict management
- Read and understand a financial Statement and Budget
- Knowledge of human resource management, occupational hazards and use of standard safety practices
- Leadership skills for the establishment of efficient workload goals and effectively managing employees
- Operate a motorized vehicle and **MUST POSSESS A VALID DRIVER'S LICENSE** to include an insurable driving record.
- *Please note: The successful applicant must complete a Background Check that is unremarkable.*