



**MEMORANDUM**

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**TO:** Mayor Stefan C. Densmore and Members of the Village of Golf Manor Council

**FROM:** Benjamin Yoder, Village Solicitor

**DATE:** February 17, 2026

**RE:** Legislation for February 17, 2026 Village Council Meeting

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The following item is on the Agenda for the February 17, 2026, meeting of the Village of Golf Manor Council:

**Acting Village Administrator Job Description**

Pursuant to Village Codified Ordinance 119.021, "The Mayor shall prepare a job description for the position of Village Administrator consistent with the obligations and duties as outlined in this Code of Ordinances and as may be approved from time to time by Council." Such job description shall be affirmed by Council.

This job description for Acting Village Administrator is being presented to Council for Council's consideration.

**VILLAGE OF GOLF MANOR**  
ACTING VILLAGE ADMINISTRATOR JOB DESCRIPTION

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<b>Title:</b>	Acting Village Administrator
<b>Reports to:</b>	Mayor
<b>Department:</b>	Administration

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**I. POSITION SUMMARY**

The position of Acting Village Administrator is authorized by the Village of Golf Manor (“Village”) Charter 5.03 and Ohio Revised Code 735.273 and shall include the duties and responsibilities as outlined herein and as set forth by Village Charter, the Codified Ordinances of Golf Manor, Ohio, 1996 (“Codified Ordinances”), and the Ohio Revised Code. The Acting Village Administrator shall be appointed by the Mayor but shall not take office unless his or her appointment has been approved by a majority vote of Village Council.

The Village Administrator serves at the pleasure of the Mayor and Village Council and works collaboratively with department heads, the Village Solicitor, staff, residents, and regional partners.

**II. ESSENTIAL FUNCTIONS AND JOB DUTIES**

The Acting Village Administrator shall be under the general supervision and control of the Mayor and shall have such powers and duties as may be designated by Council or as allowable by Ohio law for Village Administrators, including but not limited to:

- Supervise all Department Heads, officers, employees, agents, clerks and assistants employed by the Village.
- Make recommendations to the Mayor and/or Council as appropriate by the Charter or Ohio law for the appointment of the Chief of Police and Chief of the Fire Department.
- Establish the budget for the Village and monitor all expenditures within the budget.
- Make contracts, purchase supplies and materials, and provide labor for any work under his or her supervision involving not more than the similar limitation prescribed by Village Administrators under State statute.
  - The process for contracting, including competitive bidding, or exceptions to the requirements for competitive bidding, shall be governed by Ohio law. The Acting Village Administrator shall seek the authorization and direction of Council when an expenditure other than the compensation of persons employed by the Village exceeds the similar limitation prescribed for Village Administrators under State statute.

- Regularly communicate with the Mayor to receive general supervision, to provide status updates, and other information concerning the duties and tasks of Acting Village Administrator.
- Attend meetings of the Village council and other Village related functions.
- Be available to the Mayor, Council and Village employees at all times both during normal Village business hours and after hours as needed.
- Perform other related duties as assigned by the Mayor or Council.

### **III. RESIDENCY**

Pursuant to Codified Ordinance 119.04, the Acting Village Administrator need not be a resident of the Village of Golf Manor.

*This job description in no manner states or implies that these are the only duties and responsibilities which may be performed by the Acting Village Administrator. The Acting Village Administrator will be required to follow the instructions and perform such duties as required by the Mayor and/or Council.*

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