



Township Administrator

HANOVER TOWNSHIP, BUTLER COUNTY, OHIO

Full-Time, Exempt • \$70,000 or based on experience

Reports To: Board of Trustees

Supervises: All Township Employees (FT and PT)

Overview: Hanover Township is currently seeking a qualified professional to serve as Township Administrator. Hanover Township operates under the direction of the Board of Trustees, and the township administrator is responsible for the overall administration of all Township departments, and responsible for the day-to-day execution of Township operations, including implementation of policies established by the Board of Trustees. The responsibilities of this position include highly specialized administrative and managerial oversight of the Township's various departments and functions.

This individual will foster and promote a culture of accountability and continuous improvement among all departments and personnel while continuously striving for excellence in serving residents. Duties are performed under the general direction of the Board of Trustees.

Skills, knowledge, and Abilities:

- Proficient with computers, especially Microsoft Office applications.
- Structure, prioritize and manage multiple complex projects.
- A team player.
- Demonstrate superior oral and written communication skills, as well as strong public relations skills.
- Listening, public relations, and conflict management.
- Facilitating meetings and events.
- Analyzing complex matters and using resources to make informed decisions.
- Have knowledge of Township form of government, laws and regulations.
- Public budgeting and accounting principles.
- Ability to understand road maintenance and cemetery operations.

Primary Responsibilities:

- Focus Township personnel on customer service and incorporate customer service principles and best practices throughout Township government.
- Keep Trustees advised to any imminent situations.
- Serve as the primary liaison to businesses in the community.

- Review of invoices, purchase orders, daily mail and communications.
- Attend all board meetings, record all minutes, and proceedings.
- Coach and mentor employees in specialized fields including public safety, zoning, public services, parks administration and other Township services, while providing constructive feedback and identifying opportunities for improvement.
- Prepare and distribute meeting agendas, along with pertinent documents.
- Attend committee meetings, department sessions, as needed. Attend meetings as a representative of Hanover Township outside of normal business hours as directed by the Board of Trustees.
- Question established practices or procedures when opportunities for improvement exist.
- Network with individuals and organizations inside and outside of the Township to identify new trends and best practices.
- Establish and maintain harmonious working relationships with department heads, subordinate employees and elected officials, including those with diverse management styles and personalities.

Education and Experience Requirements:

- Bachelor's degree required.
- At least five to 10 years of management experience in either local government or a business environment.
- High proficiency with computers and management information systems, especially Microsoft Office applications.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to succeed in this role will also be considered.

Physical & Mental Requirements:

The successful candidate will be a mature and pragmatic individual with strong people skills, high integrity, energy and enthusiasm who consistently exercises sound professional judgment. This person should be a consistent top performer who pushes themselves and the organization for results, serves as an initiator in both thinking and relationships, and is agile, adaptable and flexible enough to quickly and effectively change direction in an environment characterized by ambiguity and continual change. The individual must be ethically driven and self-motivated.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The Township Administrator is expected to be in the office during normal working hours and as otherwise described above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Hanover Township offers a comprehensive benefit package that includes medical, dental, life insurance, retirement program (OPERS), vacation/sick leave policy and FMLA. Salary is dependent on qualifications and experience. A valid driver's license is required.

Application Process:

Qualified candidates should submit their resume and cover letter by:

Emailing applications to: fiscalofficer@hanovertownshipohio.org **OR submitting applications in person or by mail to:**

Hanover Township
2595 Old Oxford Rd
ATTN: Administration Hiring
Hamilton, OH 45013

Applications will be accepted until Monday, Nov. 30, 2026