



# GEAUGA COUNTY BOARD OF COMMISSIONERS

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470 Center Street, Building 4 • 12611 Ravenwood Drive, Suite #350 • Chardon, Ohio 44024

## ***Job Opportunity #1301*** ***Posted Friday, January 17, 2025 until filled***

**Position Title:** County Administrator – Geauga County  
**Location:** 12611 Ravenwood Drive, Suite 350, Chardon, Ohio 44024  
**Compensation:** \$52.89 – \$64.91/hr. Exempt Unclassified

### **About Geauga County:**

Located in Northeast Ohio, Geauga County is known for its scenic landscapes, thriving agricultural community, and strong commitment to public service. As a growing and dynamic community, Geauga County seeks a forward-thinking, experienced, and collaborative individual to serve as its County Administrator. This position is located in our new office building providing a beautiful, state-of-the art environment.

### **Position Overview:**

The County Administrator serves as the chief administrative officer of Geauga County and is responsible for overseeing the day-to-day operations of county government under the direction of the Board of County Commissioners. This includes the management of county departments, development and execution of budgets, and implementation of policies to ensure efficient and effective delivery of services to the community.

### **Key Responsibilities:**

- Provide leadership and oversight for all county departments and operations.
- Develop and manage the county's annual budget, ensuring fiscal responsibility and alignment with strategic priorities.
- Collaborate with elected officials, department heads, and community stakeholders to establish and achieve county goals.
- Ensure compliance with local, state, and federal laws and regulations.
- Evaluate and recommend policies, programs, and procedures to improve county services and operations.
- Oversee the planning and execution of infrastructure and capital improvement projects.
- Represent the county in public forums, community events, and intergovernmental meetings.
- Foster a culture of transparency, accountability, and innovation within county government.

### **Qualifications:**

- Bachelor's degree in public administration, business administration, or a related field (Juris Doctor or Master's degree preferred).
- Minimum of 5 years of progressive leadership experience in local government administration or a related field.
- Proven ability to manage budgets, personnel, and complex projects.
- Strong knowledge of Ohio local government operations, laws, and regulations.
- Excellent interpersonal, communication, and problem-solving skills.
- Demonstrated ability to build and maintain effective working relationships with diverse stakeholders.

**Preferred Attributes:**

- Experience in strategic planning and organizational development.
- Familiarity with rural or semi-rural community dynamics.
- Commitment to public service and community engagement.

**Compensation & Benefits:**

This position offers a competitive salary commensurate with experience and qualifications. The County offers a stellar benefits package including health, dental, life insurance, and employee assistance & wellness programs.

**How to Apply:**

Interested candidates should submit the following materials:

- A cover letter outlining your qualifications and vision for the role.
- A comprehensive resume detailing relevant experience and accomplishments.
- A completed application

Please submit your cover letter, resume and application to the Geauga County Commissioners,  
Attn: Human Resources Administrator#1301 at  
12611 Ravenwood Dr., Suite 350, Chardon, OH 44024

OR

e-mail [boccjobs@geauga.oh.gov](mailto:boccjobs@geauga.oh.gov)

See Application and posting at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>

**Join Us:**

If you are a dedicated, results-driven professional with a passion for public service, we invite you to apply and help shape the future of Geauga County.

1/17/2025