

MUSKINGUM COUNTY

POSITION OPENING ANNOUNCEMENT

DATE: APRIL 3, 2025

DEPARTMENT: COMMISSIONERS

POSITION TITLE: COUNTY ADMINISTRATOR

REPORTS TO: BOARD OF COMMISSIONERS

STATUS: FULL-TIME / 40 HOURS PER WEEK

SALARY: \$80,000 - \$95,000 (annual salary)
(Commensurate with Experience)

DEADLINE: INTERNAL/EXTERNAL – APRIL 11, 2025
(Applications and/or resumes received or postmarked after deadline will not be considered.)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration or closely related field.
- Previous experience and knowledge of functions of local government, including application of ordinances, resolutions and laws preferred.
- Knowledge of Ohio Public records law and Ohio Revised Code (ORC).
- Knowledge of grant reporting requirements, government statutes, regulations, policies, and financial analysis.
- Proficient in Microsoft Word, Excel, and related software
- Excellent oral, written and interpersonal communication skills, ability to analyze data, and be detail oriented
- Pass all pre-employment screenings

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs, administers, and coordinates activities of the Board of Commissioners in accordance with policies, goals, and objectives established by the Board of Commissioners and consistent with ORC 305.30. Acts as project manager on capital improvements, community/economic development or other special projects. Identify and assist in securing funding from sources other than general fund, including oversight of grants and associated documents. Administers fiscal programs on behalf of the Board and assists in preliminary and annual budget process. Serves as a liaison with elected officials, public officials, general public and local community. (A complete job description is available for review in Human Resources Department – Muskingum County Courthouse.)

Please submit both a Resume and Application either by mail, fax, email or in person by the deadline to:

Muskingum County Human Resources Department

Attn: Pam Davis

County Courthouse

401 Main Street

Zanesville, Ohio 43701

Fax: 740-588-4300

Email: psdavis@muskingumcounty.org

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