

Robert Keller
Township Executive

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Kent, Ohio 44240

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Township Executive, Brimfield Township, Ohio

Deadline to Apply: 4:00pm, July 20, 2017



Brimfield Township in Portage County, Ohio – is seeking a qualified professional for the position of Township Executive with economic development and community planning experience.

Brimfield, with a population of 11,000, covers approximately 23 square miles and is adjacent to the cities of Kent and Tallmadge. The community, a mix of rural farm land, residential developments, commercial shopping and light industrial firms, is located along the I.S.76 corridor in western Portage County and is recognized as one of the fastest growing communities in Portage and Summit Counties for the past fifteen years.

The successful candidate* will report to the Brimfield Township Board of Trustees and is the chief administrator of the township. The township consists of 44 employees who provide fire and EMS safety services, police protection, road department maintenance, zoning services, and operates a variety of township parks and cemeteries. The township budget for 2017 is approximately \$6.3M. The salary range for this position is \$60K-\$85K depending on education and experience.

A complete Position Summary and Job Description is available at www.brimfieldohio.gov or at the Brimfield Town Hall, 1333 Tallmadge Road, Kent, Ohio 44240.

Qualifications

- Candidate must have demonstrated skills in the areas of leadership, communication, management, customer service, budgeting, and community relations.
- A bachelor's degree** or higher in Public Administration, Human Resource Management, Business Administration, or similar preferred.
- A minimum of 5 years of experience working in public administration, or in a management position in private business.
- Previous experience as a Community Planner and in Economic Development.
- Previous supervisory experience.
- Previous experience negotiating labor agreements preferred.
- Possess a valid Ohio driver's license with fewer than 6 points.

Selection Process

All application packets will be screened for completeness and to verify qualifications. Based on the screening process a list of candidates will be selected for an initial interview with the current Township Executive. A short list will be developed for a second interview with the Board of Trustees. An offer of employment by the Board of Trustees will be conditional upon the results of a background investigation and drug screen.

Application Process

All application materials must be received no later than 4:00pm on Thursday, July 20, 2017 at the Brimfield Township Hall located at 1333 Tallmadge Road, Kent, Ohio 44240 addressed to Robert Keller, Township Executive or by email to rkeller@brimfieldohio.gov and include the following:

1. A cover letter addressing the reasons for your interest in this position.
2. A narrative on bullet point one above (demonstrated skills) assessing your skills and consisting of one paragraph on each of the six skills listed.
3. A resume including detailed information relative to the qualifications specified in bullet points two, three, four and five above, along with an email address and telephone number for contact purposes.
4. A signed AUTHORIZATION FOR RELEASE OF INFORMATION form.
5. A copy of your college degree(s).
6. A copy of your Ohio driver's license.

* Because of the Public Records Law in Ohio, the identity of applicants and most application materials cannot be considered confidential when a public records request is made.

** The degree granting institution college/university must be recognized by the U.S. Department of Education, or the Council for Higher Education Accreditation.