

**Ordinance 2024-12**

**EXHIBIT "A"**

**HIRAM VILLAGE CODE  
CHAPTER 135  
Village Administrator**

**135.01 Position established.**

**135.02 Duties and powers.**

**CROSS REFERENCES**

Appointment, removal - see Ohio R.C. 735.271

Power to contract - see Ohio R.C. 731.141

Board of Trustees and Public Affairs abolished - see Ohio R.C. 735.272

Powers and duties - see Ohio R.C. 735.271, 735.273

**135.01 POSITION ESTABLISHED.**

(a) In accordance with Ohio R.C. 735.271 there is hereby created the position of Village Administrator. The salary of the Village Administrator shall be determined by Council from time to time.

(b) The Village Administrator shall have those powers, duties and functions as provided by the laws of the State of Ohio.  
(Ord. 2005-23. Passed 1-10-06.)

(c) The position of Village Administrator is intended to be an exempt position under the Fair Labor and Standard Act.

**135.02 DUTIES AND POWERS.**

(a) The Village Administrator is authorized to promulgate written rules and procedures to be followed by all Village officers and employees relative to the requisitioning of supplies, materials and work for the respective offices, departments, boards or commissions. Such rules and procedures shall not conflict with any of the provisions of the Ohio Revised Code or the ordinances of the Village.

(b) The Village Administrator shall be under the general supervision and control of the Mayor of the Village of Hiram.

(c) The Village Administrator shall have the powers as set forth in Ohio R.C. 735.273, and those of the Street Commissioner, plus any other powers and duties set by ordinances of Hiram Village.

(d) The Village Administrator shall supervise the maintenance of Village equipment, properties, buildings, public places, cemetery, streets, sidewalks and public utilities.

(e) The Village Administrator shall be the immediate supervisor of the Superintendent of Utilities as well as any other employees assigned by the Mayor of Hiram Village to assist in these duties.

(f) As a Supervisor it is the duty of the Village Administrator to structure work schedules to provide maximum shift coverage (including weekend coverage) and at the same time minimize the utilization of comp time and/or overtime of village employees.

(g) The Village Administrator shall manage all public utilities (Water and Sanitary Sewer) and collection of any rents for them.

(h) The Village Administrator shall be empowered to appoint and supervise employees as authorized by Hiram Village Council, with the Mayor's approval.

(i) The Village Administrator shall be empowered to assign duties to a designee (Village employees), pass bylaws and regulations relating to public utilities, the maintenance of Village equipment, properties, buildings, public places, cemetery, streets, and sidewalks in a fashion consistent with the laws of Hiram Village and the State of Ohio.

(j) The Village Administrator shall not be empowered to establish utility rates. The Administrator's duty is to provide the necessary information for rate adjustment when needed to Hiram Village Council. Council shall determine if a rate adjustment is necessary, and shall establish rates by ordinance.

(k) The Village Administrator shall provide any monthly reports and budget information as requested by the Mayor, Village Fiscal Officer, and members of Hiram Village Council.

(l) The Village Administrator shall supervise the installation and maintenance of Village beautification projects.  
(Ord. 2005-23. Passed 1-10-06.)

***(m) The Village Administrator shall enforce the Zoning Code of the Village of Hiram (Chapters 1101 through 1141 of Part Eleven of the Codified Ordinances).***