

County Administrator

County of Fayette, OH

About Fayette County:

Fayette County is a rural community located in west central Ohio, encompassing 406.4 square miles with a population of approximately 29,000. Long known for its agricultural roots and light manufacturing base, the county is experiencing new growth, spurred by the development of the Midwest Mega Commerce Center and its strategic location along I-71 and US-35—placing Columbus, Cincinnati, and Dayton within an hour's drive.

The County operates under the leadership of a three-member Board of Commissioners and has a FY26 budget of approximately 26 million.

Position Description:

Fayette County is seeking a dynamic, forward-thinking, and experienced professional to serve as **County Administrator**. This individual will be responsible for overseeing the day-to-day operations of county government, implementing policies set by the Board of Commissioners, and driving strategic initiatives that support the county's growth and long-term sustainability. The position is governed by [ORC 305.29–305.30](#).

The ideal candidate will be a collaborative and visionary leader with a strong background in public administration, personnel and financial management, and organizational development. This position reports directly to the Board of Commissioners and serves at their discretion under an employment contract.

Key Responsibilities

- Serve as administrative head of county operations, enacting Board resolutions and policies.
- Attend all Board meetings when required, providing professional, decision-ready materials.
- Lead strategic planning and policy development sessions, keeping Commissioners informed and engaged.
- Coordinate with elected officials and independent agencies to align county-wide initiatives.
- Provide visionary leadership and foster a culture of teamwork and innovation across departments.
- Oversee the planning, coordination, and execution of county operations and services; supervise activities of all county divisions under the Board's jurisdiction.
- Prepare and submit the annual county budget, advise the Board on fiscal status, and manage cash flow, grant oversight, and debt strategy.

- Manage the county's budget, financial planning, and reporting, including identifying and funding new initiatives.
- Administer contracts and claims, adhering to Board-authorized limits.
- Serve as a liaison between the Board of Commissioners, county departments, local elected officials, and the public.
- Promote and communicate the full range of services offered by county departments
- Serve as the official county representative in engagements with community organizations, local governments, regional partners, and intergovernmental agencies, facilitating two-way communication and providing timely updates.
- Support review and alignment of county initiatives with the county's strategic plan.
- Ensure transparency, accountability, and efficiency in county operations.

Core Competencies & Skills

- Proven leadership in public sector management, with emphasis on collaboration, project management, and strategic planning.
- Strong communication skills, with the ability to translate complex information into clear, actionable insights.
- Expertise in budgeting, financial analysis, and fiscal trend interpretation.
- Talent for navigating
- Skilled in negotiation and knowledgeable in collective bargaining processes.
- Ability to prepare and present complex reports, legal documents, and policy recommendations.
- Savvy in policy development, implementation, and review.
- High emotional intelligence and interpersonal skills to build effective relationships with stakeholders.
- Understanding of organizational culture and employee engagement strategies.
- Capacity to manage multiple priorities and adapt to evolving community needs.
- Maintain confidentiality and impartiality in sensitive county matters.

Qualifications

- Bachelor's degree in Public Administration, Planning, Business Management, or a related field (required). Master's degree in Public Administration or related field (preferred).
- Minimum of five years of experience in areas such as economic development, finance, procurement, human resources, solid waste, budgeting, and planning.
- Experience working with rural communities and economic development initiatives.
- Background in intergovernmental relations and grant administration.
- Demonstrated success in leading organizations through periods of transition.

Additional Requirements

- Valid Ohio driver's license; ability to travel locally and occasionally statewide.
- Proficiency with Microsoft Office and recordkeeping systems.
- Demonstrated integrity and ability to work respectfully with diverse stakeholders.

- Physically and mentally able to perform essential duties, including attending evening meetings.
- Ability to read, write, speak, and understand English sufficient for position duties.

Salary Range: \$100,000 – \$115,000, commensurate with qualifications and experience.

Benefits

- OPERS retirement plan and deferred compensation options.
- Medical, dental, vision, life, and disability insurance.
- Paid leave, holidays, and Employee Assistance Program (EAP).

Application Process

Interested applicants should submit the following by **March 20, 2026**:

- Letter of interest
- Resume including references
- Completed Fayette County employment application

Applications may be submitted via email to:

Carla Melvin, HR Director, carla.melvin@fayette-co-oh.com

Fayette County is an Equal Opportunity Employer. All offers of employment for this position will be contingent on successful completion of drug screening, criminal background and credit background investigation.