

Organization: City of Canal Fulton
Position Title: Chief Administrative Officer
Address: 155 E. Market St. Canal Fulton, OH 44614

Salary Range: – \$95,790 - \$112,925

The City of Canal Fulton is now accepting applications for the position of Chief Administrative Officer. This is a unique leadership opportunity for an experienced professional to guide day-to-day operations, support strategic priorities, and ensure responsive, efficient public service delivery. The City's intent is that Chief Administrative Officer will report to and train with the Acting City Manager for a brief period of time, and then transition into a top leadership role.

The City of Canal Fulton

The City of Canal Fulton, encompasses an area of approximately 3.3 square miles, and is located in the northwest portion of Stark County, Ohio. The City originally served as one of the main stops on the Ohio and Erie canal during the mid-1800's. This gave the City its name, and also gives it a rich history and unique downtown. In recent times, communities along the Ohio-Erie Canalway reconstructed the old canal towpath into a multi-use trail. Now with this trail completed, Canal Fulton has become a destination for cyclists, hikers, equestrian, and bird watchers throughout the region. Canal Fulton's historic district, which is listed in the National Register of Historical Places, has over eighty sites including buildings and homes. Canal Fulton is also home to the St. Helena III, which is one of only four canal boats operating in Ohio.

The City has a population of 5,325 as reported in 2020 by the Bureau of Census. Canal Fulton is a "home-rule" city as defined by the State of Ohio Revised Code and operates pursuant to its Charter under a Mayor, City Council, and City Manager form of government. The City provides a full range of municipal services, including police and fire protection, emergency medical service, parks and recreation, street maintenance and repairs, zoning, water, sanitary sewer, and storm sewer services. The City Manager is responsible for administering an approximately \$8.0 million budget in all funds, and working with the elected officials to set the strategic priorities of the City and ensure excellent service delivery by the departments.

Why Apply

This is an exceptional opportunity to help lead a vibrant community that has a strong sense of tradition. This is captured in the City's motto of "embracing our past while building our future." This position will benefit from enthusiastic employees, supportive elected officials, stable finances and knowledgeable invested citizens and members of the City's boards and commissions.

Minimum Requirements

The minimum requirement for this opportunity is a bachelor's degree, with a preferred focus in public administration, management, law, business administration or closely related field. A minimum of five years of municipal or government leadership is required. Salary range is \$95,790 - \$112,925 with final compensation commensurate with education, experience and market conditions. The City of Canal Fulton also offers a comprehensive benefits package. Interested candidates should send an application, resume and cover letter to Mayor Joe Schultz at the address above or to joeschultz@cityofcanalfulton-oh.gov no later than 4 pm on October 19, 2026. The application is attached and can also be obtained by visiting the City's website at www.cityofcanalfulton-oh.gov.



City of Canal Fulton

Application for Employment

Thank you for your interest in applying for a job with our City. Because of our commitment to offering the highest possible satisfaction to our residents, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the City and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or veteran status, or handicap or disability.

Date of Application _____

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street

City State Zip Code

Telephone: _____ Email Address: _____

If you are under 18 years of age, do you have a work permit? Yes ____ No ____

If you have ever worked under another name, please identify: _____

YOUR JOB INTERESTS

Position Desired: _____ Date you can start work: _____

What starting salary or wage do you expect: \$ _____/hr \$ _____/wk \$ _____/month

Are you available for full-time work? Yes ____ No ____ Are you available for part-time work? Yes ____ No ____

Are you willing to work any shift? Yes ____ No ____

Are there any days of the week when you would not be available to work? Please specify: _____

How did you learn of this job opening? _____

Have you ever worked for the City before? Yes ____ No ____

When? _____ Who was your supervisor? _____

Why did you leave? _____

Do you know anyone who works here? Yes ____ No ____ Who? _____

YOUR EDUCATION AND TRAINING

Please circle highest grade completed:	Name/Location of School	Did you Graduate?	Subjects Studied
Grade School (1 2 3 4 5 6 7 8)			
High School (9 10 11 12)			
College (1 2 3 4 5)			
Trade/Tech (1 2 3 4)			

What was the last school you attended? _____

What extracurricular activities did you participate in, or special skills did you acquire, at the above-circled school(s) which might be helpful for the job in which you are applying? _____

YOUR WORK EXPERIENCE

Beginning with your present or more recent employer, describe your employment experiences below:

Are you presently employed? Yes ____ No ____

Are you on layoff and subject to recall? Yes ____ No ____ If yes, to where? _____

1. Present or Last Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ____ No ____ If "No," please explain: _____

May we contact your present employer at this time: Yes ____ No ____

If "No," please explain: _____

2. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ____ No ____ If "No," please explain: _____

3. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ____ No ____ If "No," please explain: _____

4. Next Previous Employer: _____

Address: _____

5. Next Previous Employer: _____

Address: _____

PERSONAL INFORMATION

Do you have, or have you applied for, the legal right to remain permanently and work in the United States?

Yes ____ No ____

Have you ever been discharged or asked to resign by an employer? Yes ____ No ____ If yes, explain: _____

A record of criminal conviction will not necessarily be a bar to employment, since the City will consider factors such as age, time of the offense, and nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes ____ No ____

If your answer is yes, please explain: _____

Please complete this section if the job for which you are applying might require you to drive City vehicles.

Do you have a valid driver's license? Yes ____ No ____ License No. and state: _____

Have you had any accidents in the last five years? Yes ____ No ____ If yes, please give details: _____

Has your driver's license ever been suspended, revoked, denied or cancelled? Yes ____ No ____

If yes, please explain: _____

YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever been in the United States Armed Services? Yes ___ No ___

What branch? _____

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

YOUR REFERENCES

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

List the names of any professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives:

1. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read, understand and agree to each of the following statements:

All the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known by the City, would affect my application unfavorably.

If I am hired by the City, and if the City discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.

The employment application will be considered active for ninety (90) days from the date below. If I want to be considered for a job with the City after this period of time, I must fill out another application.

If offered a position, I agree to submit to post-offer pre-employment testing for drugs or alcohol prior to beginning work with the City and understand that a positive test will form the basis for rescission of any job offer. I understand that if I am employed by the City, I may be required, when job related and consistent with the City's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with the City, I agree to abide by all the City's rules and regulations.

I understand that nothing in this employment creates a contract of employment between me and the City. If I am hired by the City, my employment and compensation are "at will," which means that my employment can be terminated, either by the City or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, which is not an at-will agreement. Only the City Manager has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the City or its designated agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the City's business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

In the event of my personal indebtedness to the City, I authorize the City to withhold from my wages such amounts as permitted by law to satisfy my obligation to the City.

I give the City my permission to conduct any investigation regarding the information contained in my employment application, which the City thinks is necessary to determine my qualifications for assuming a job with the City. I give the City my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the City whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.

Date

Signature