

POSITION PROFILE

Municipal Manager - Village

OPPORTUNITY	This is an opportunity to apply your excellent management skills to stabilize and assure a healthy future for this unique suburban village. With a sound physical infrastructure, there is a need to balance savvy positioning and commercial/private redevelopment with the desire to preserve a high quality of family-life and protect the best of its historic origins in an increasingly complex and competitive suburban environment.
COMMUNITY	This historically significant village takes great pride in its history and pleasant quality of life. Located on a major traffic artery just 30 minutes from downtown Cincinnati, this “tree city” is a family-oriented community, totally surrounded by Winton Woods County Park, which provides an attractive greenbelt while permanently limiting expansion. Current challenges include: decreasing tax base and state and county funds; a privately owned aging shopping center; a need to bring in new businesses, improve housing stock and attract young families; and personnel changes as other long-term employees retire.
POSITION	The Municipal Manger is the CEO/Administrative Officer of the Village and is responsible to the 6-person Village Council for the effective administrative and financial operation of the municipality. Current direct reports to this position include: the Finance Director, the Police Chief, the Building Inspector/Service Department Foreman and the Manager of the Pool & Golf course. A complete staff of approximately 15 FTE’s and 50 PT’s are employed by this Mayor-Council-Manager Charter form of government. The village has an exceptional contracted all-volunteer Fire Department which provides state-of-the-art fire and life squad service.
EXPERIENCE	<ul style="list-style-type: none">▪ A Bachelors degree in Public or Business Administration preferred▪ 5 years or more successful management & team building experience▪ Experience reporting to/working closely with publicly-elected Council▪ First-hand success with commercial/residential economic development
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none">▪ A proven leader; emotionally mature, well-balanced, dedicated▪ Enthusiastic, personable and outgoing; a positive, “down-to-earth” attitude who relates well to residents, with excellent customer service▪ A well-organized manager; a strategic thinker/planner, detail oriented▪ Astute financially; strong negotiator, able to maximize limited tax base, develop future sources of income▪ Possesses excellent communication skills; both verbal and written, a good public speaker and a good listener▪ Highest ethics & integrity; fair; respects authority and uses it wisely▪ Good problem solver: creative, innovative; able to think outside the box, develop new approaches to old problems▪ Physically fit with good energy level; out-and-about, visits community sites, hands-on as needed, some long days with evening meetings▪ Genuine interest in welfare of village; comfortable in/enjoys life in small suburban communities
CONTACT	For consideration send resume to: Municipal Mgr. Hiring Team, 11000 Winton Rd., Cincinnati, OH 45218 or email: gmm10@greenhillsohio.org .