

# **City of Trenton, Ohio**

## **City Manager Position Profile**



*Revised 2019*

## **The Community**

The City of Trenton (est. pop. 13,000+), is located six miles west of Middletown, Ohio. Encompassing 3.8 square miles, Trenton was established in 1816 and incorporated in 1971. The City is located within a 90-minute drive of 5 major Metropolitan Statistical Areas, 6 million people, over 300 cities, towns, and villages, 8 interstate highways, and 3 international airports.

Trenton is known for its outstanding schools (Edgewood City and Madison Local School Districts), having a friendly casual small-town atmosphere, and a well-qualified and highly trained government.

## **City Government**

Trenton operates under the council-manager form of government. The City Council consists of seven members elected at-large from the community to serve staggered four-year terms. Every two years, Council selects a Mayor and Vice Mayor from within their ranks.

The Council appoints the City Manager, Treasurer, Law Director, and members of various boards and commissions. The City Manager is responsible for appointment of all other employees of the City. Reporting to the City Manager are the Assistant City Manager (currently vacant), Fire Chief, Chief of Police, Utility Assistant with MIS, Community Development Assistant, and the Service Director.

The employees of the City of Trenton take pride in providing high quality service at a very low cost. Trenton is committed to constantly improving the quality of life for our residents, businesses, and visitors. An attitude of 'help first, ask questions later' has fostered our reputation of being a friendly and inviting place to live, work and start a business.

## **Current Issues**

To be successful in the long-term, the next City Manager must facilitate resolutions to several current and future issues and priorities:

### **Finances**

The City of Trenton recently began diversification efforts in building its commercial and industrial inventory. However, Trenton remains predominantly a bedroom community. Trenton offers a 100% income tax credit to those who live in but work outside of the City. The new City Manager should continue to review the organization, looking for efficiencies in delivering services, long-term financing mechanisms to adequately fund infrastructure improvements, and cost cutting measures to balance the budgets.

### **2025 Master Plan**

Many elements of Trenton's 2025 Master Plan have been implemented, or are in the process of being so. The City Manager will be responsible for continuing to formulate realistic work plans of action for staff, within the constraints of the City's budget. S/he will continue to build toward the emphasis on commercial and industrial economic development efforts currently underway.

### **Economic Development**

Trenton grew 35% residentially between 2000 and 2010, but commercial and industrial development was not at that level. Recent City initiatives and strategies have been successful, however, with expansions of current businesses and the relocation of new businesses into the community. The new City Manager must build on this momentum by continuing to foster a business-friendly culture within the administration. Additionally, efforts to recertify the City's 183 Acre Industrial Park with the State of Ohio must continue, as well as road and other infrastructure improvements underway to enhance the City's appeal to new investment. S/he must continue the present philosophy of ensuring the City's long-term financial sustainability, which includes not only that new investment, but also providing the existing business community what it needs to be successful.

### **Police and Fire Property Tax Levy**

Trenton currently has a Fire Property Tax levy and Police Property Tax levy in place to support both departments.

### **Labor Negotiations**

December 31, 2019, three (3) police union contracts will expire. The City Manager will be at the bargaining table with the Police Chief and outside legal counsel to identify and analyze statistical data, defend City positions on financial and operational efficiencies, and recommend fair agreements to the City Council.

### **Refuse and Recycling Contract**

The City of Trenton contracts with Rumpke, Inc. for garbage and recycling collection. That contract is for three years, with three one-year renewals upon mutual agreement.

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### **The Position**

The City Manager will be the Chief Executive Officer and a critical link between staff and the City Council. S/he will be responsible for the operations, administration and oversight for all City operations except Treasury, Mayor's Court and Law. Operations include police, fire, EMS, planning, zoning, economic development, IT, stormwater, street maintenance, parks, water treatment and distribution, sewer distribution, and residential building inspections. Staffing consists of approximately 45 full-time and 73 part-time employees.

### **General Duties**

- Develops strategies and methods for implementing policies and directives of the City Council
- Reviews and approves information and ordinances to be submitted for City Council action
- Oversees the operations of various departments, providing direction to department heads to resolve significant problems and/or achieve goals and objectives
- Coordinates joint projects in departments and resolves conflicts/disputes between various parties
- Represents the City in negotiations concerning economic development, use of City facilities, labor relations, financial and other matters
- Develops budget strategy and prioritizes programs on the basis of the City Council's direction
- Represents the City administration before the City Council or its committees
- Maintains positive working relationships with members of City Council, other elected officials and representatives of local, state and national agencies

### **Experience and Education**

- Bachelor's Degree in public administration or similar field from an accredited college or university, or a combination of education and experience; Master's Degree is a plus
- Five (5) to ten (10) years city government experience in similar sized community
- ICMA Credentialed Manager is a plus

### **Required Skills and Qualifications**

To be successful in the position, in addition to the education and experience requirements, the City Manager must possess certain skills and be able to:

- Manage day-to-day operations of full-service city
- Work effectively and diplomatically with diverse groups
- Delegate to subordinates, not micro-manage, but hold them accountable for accurate and timely work product
- Be insightful in decision making and judgment
- Plan, organize, & prioritize among competing issues and challenges
- Develop subordinates while maintaining high level of services to which public has become accustomed
- Write concise, well-thought memos, recommendations, and analyses
- Articulate with a clear oral communicative style
- Build consensus amongst and between diverse community groups
- Develop, explain and defend city programs, operations, goals and objectives
- Maintain positive working relationships with elected officials
- Clearly explain complex issues to diverse audiences
- Proactively anticipate potential problems and issues and develop effective strategies to resolve them

### **Personal Characteristics and Traits**

As the Chief Executive Officer, it is extremely vital that the Manager be beyond reproach in his/her personal and professional behavior. As such, the Manager should possess the following traits and characteristics:

- Integrity and commitment to ethics
- Honesty
- Loyalty
- Upright moral presence
- Approachability
- Commitment to teamwork
- Demonstrated knowledge of past community(ies)
- Awareness of internal/external environment
- Measured risk taker
- Initiative
- Interpersonal relations
- Innovative in approach to issues
- Self-assurance
- High degree of common sense
- Sound judgment
- Measured in approach to conflict
- Positive Energy
- Enthusiasm
- Intelligence
- Trustworthiness
- Responsible in personal financial and familial matters
- Accountable for actions and decisions
- Professional in appearance
- Willingness to relocate to community
- Flexibility in schedule
- Community service-oriented
- A sense of humor

### **Compensation and Benefits**

The salary for this position \$95,000 +/- depending on experience and qualifications. In addition, benefits are provided which include:

- Health and dental insurance (10% employee premium co-pay)
- Life/accident insurance
- Vacation
- Personal time (32 hours)
- Sick leave (80 hours)
- Holidays (12 paid holidays)
- Retirement plan covered by Ohio Public Employees Pension System (City pays employer AND employee contributions for City Manager and Treasurer)
- Deferred compensation program available
- Longevity pay (after 5 years)
- Compassionate leave
- Professional development opportunities.

***The City of Trenton is an equal employment opportunity/affirmative action employer. Women, minorities, and disabled persons are encouraged to apply for this exceptional career opportunity.***

*Job advertisement in OCMA, OML, Journal News, Dayton Daily News, and the Cincinnati Enquirer:*

The City of Trenton, Ohio, population 13,000+ is seeking applicants for the position of City Manager. Staffing consists of approximately 45 full-time and 73 part-time employees. The Manager is the critical link between staff and the City Council and must have strong interpersonal and communication skills and a high level of ethics and integrity. Bachelor's degree in Public Administration/related field preferred and at least 5-10 years city government experience. Master's Degree a plus. Compensation includes benefits and salary 95k +/-, depending on qualifications and experience. Positions profile available at [www.ci.trenton.oh.us](http://www.ci.trenton.oh.us). Send resume to Calvin G. Woodrey, Mayor, 11 E State St., Trenton, 45067, by 02/22/2019 COB. Under Ohio Open Records laws, resumes of finalist candidates subject to public disclosure. AA/EOE