



**Recruitment
Brochure for
Assistant
City Manager**

The Community



The City of Trenton (est. pop. 13,000), is located six miles west of Middletown, Ohio. Encompassing 4.5 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 (Finance Director), Law Director, City Clerk, 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, Assistant to the City Manager, Fire Chief, Chief of Police, IT Director, Planning and Zoning Administrator, 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.

The Position



Under general direction of the City Manager, the Assistant City Manager performs complex, professional-level duties managing the City's Economic Development Program; develops and provides policy guidance and interpretation to staff regarding most facets of the City's governmental organization and administration; represents the City to residents, the community, elected officials and outside agencies; explains and interprets City programs, policies and activities; prepares staff reports,

various management and information updates, and reports on special projects as assigned by the City Manager.

The Ideal Candidate

In addition to being ethical, well-qualified, and experienced, the next Assistant City Manager must possess certain traits that will be essential for success:

- A smart, savvy, experienced administrator with a strong background in city operations.
- A politically astute communicator and effective project manager who demonstrates initiative and strategic thinking and does not wait to be told what needs to be done but identifies opportunities and moves to action.
- A solution-oriented, innovative problem solver and consensus builder.
- A committed civil servant who will ensure that a high level of customer service is provided to internal and external stakeholders in a positive, collaborative, and professional manner, a high level of emotional intelligence and excellent judgment.
- An innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.
- A hard worker, willing to roll up their sleeves until the job is done, even if it's not glamorous.

Experience and Education

- Minimum:
 - Five (5) years of responsible professional experience in municipal administration, planning and zoning, economic development; and
 - Equivalent to a master's degree from an accredited College or University in Public Administration, Economics, Public Policy, Urban Planning, or closely related field; or
 - A combination of experience and education that would provide the required skills
- Preferred:
 - Ten (10) years of professional related experience.

Personal Characteristics and Traits

As a key member of the City Manager's management team, it is extremely vital that the Assistant City Manager be beyond reproach in his/her personal and professional behavior. As such, the Assistant City Manager should possess the following traits and characteristics:

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| ▪ Integrity and commitment to ethics | ▪ Sound judgment |
| ▪ Honesty | ▪ Measured in approach to conflict |
| ▪ Loyalty | ▪ Positive Energy |
| ▪ Upright moral presence | ▪ Enthusiasm |
| ▪ Approachability | ▪ Intelligence |
| ▪ Commitment to teamwork | ▪ Trustworthiness |
| ▪ Measured risk taker | ▪ Accountable for actions and decisions |
| ▪ Initiative | ▪ Professional in appearance |
| ▪ Interpersonal relations | ▪ Community service-oriented |
| ▪ Innovative in approach to issues | ▪ A sense of humor |
| ▪ Self-assurance | |
| ▪ High degree of common sense | |

Compensation and Benefits

The salary for this position will range from \$86,611 to \$111,010 per year.

In addition, benefits are provided which include: Health and Dental Insurance, Life/Accident Insurance, Vacation Leave, Personal Leave, Sick Leave, Holidays, Longevity Pay (after 5 years), Compassionate Leave, and professional development opportunities.

Recruitment Process/Timeline

All interested candidates should apply by submitting a compelling cover letter, comprehensive resume, references, and salary history to sharon@trentonoh.gov, please include “Trenton Assistant City Manager Applicant” in the Subject Line of the e-mail or via mail: Trenton City Manager, 11 East State Street, Trenton, Ohio 45067.

Deadline to Submit: Position is open until filled.
Assistant City Manager Resume Review: (Begins March 25th 2022)
Phone/Zoom First Interview: (April 2022)
Phone/Zoom Second Interview: (April 2022)
Selection: Expected by April/May 2022

Resources and Additional Information

City of Trenton, Ohio: <https://trentonoh.gov/>
Trenton Administrative Department: <https://trentonoh.gov/158/Administration>
Assistant City Manager Position Description: <https://trentonoh.gov/DocumentCenter/View/652>

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.