

Amberley
Village

7149 Ridge Road
Cincinnati, OH 45237

(513) 531-8675 Administration
(513) 531-2040 Public Safety

Natural Beauty, Superior Services, Strong Community

Amberley Village, Ohio

INVITES QUALIFIED CANDIDATES TO APPLY FOR THE POSITION OF

VILLAGE MANAGER



ABOUT AMBERLEY VILLAGE



Amberley Village is a stable residential community of 3,550 residents in 1320 households located on 3.5 square miles of southwestern Ohio, north of Cincinnati. It is a relatively prosperous “first suburb” bedroom community that is surrounded by less economically well off communities. It has a median family income of \$122,426 which is nearly double the national average with 71.4% of the residents over age 25 possessing a bachelor’s degree or higher (nearly three times the national average). 87% of the residents are white and 8.8% African American. 94.3% of the housing units are owner occupied. 8% of the residents speak a language other than English at home.

The Cincinnati Enquirer described the community as “an oasis of wealth and green space, a ‘destination’ neighborhood where people stay once they move in.” A Council member describes it as the best kept secret in Cincinnati with a quiet central location and plenty of green space. The community is determined to maintain its rural feel to the extent that it eschews sidewalks and street lights.

Housing is primarily of the 1950-1960 vintage with additional attractive subdivisions built in later decades. Residents point out that the Village is increasingly diverse as younger people discover the advantages of living in the Village. The community is proud of its growing diversity. The Village regularly holds events to foster the mix of ages, races, nationalities in the Village.



In recent years the community has been politically split over the potential development of the 133 acre former Crest Hills Country Club. The area, now known as Amberley Green, was the subject of litigation between the Village leaders who wished to maintain the Village’s “rural-like” atmosphere and developers. The Village now owns the property but the disagreements remain. The Village also owns a 27 acre parcel known as the North Site along the Ronald Reagan Highway with easy access

to the entire county. The future of these sites will likely be among the issues in the November elections. Amberley has a rural feel in an urban area. It is located in the center of metropolitan Cincinnati’s I-275 loop with the Ronald Reagan Cross County Highway crossing the northern edge of the Village. Its large lots, limited sidewalks, heavily wooded areas, and wildlife offer a lifestyle in an urban area without the commuting hassles faced by suburbanites.

The crime rate is low, high quality schools are near-by, and the Village services are excellent. It is proud to be an island of tranquility in an urban area. The Village is also home to the 275 acre French Park.

For more information, visit www.amberleyvillage.org.

AMBERLEY GOVERNANCE HISTORY

Amberley was incorporated as a village on April 5, 1940. Residents took this action to ensure their local autonomy in guaranteeing the rural nature of their community. The immediately set out to establish fire and police departments and other local government services.

Shortly after incorporation the Village created a combined Police and Fire Department. The Department, one of only 30 consolidated departments known in the United States, is still functioning today. The rationale for the structure evidenced a practical approach to the finances and demographics of the community. It would be cost prohibitive to fund a separate fire department for 30-35 fires in a typical year and the nature of the community



composed primarily of people working in white collar professions made it impractical to establish a volunteer department. The Village hires only trained police officers and then provides them with training as fire fighters. By having the combined department the Village has enjoyed fire and police monitoring and response times.

The Village adopted the Council-Manager Plan in the mid-1950's. The Village leaders saw the need for strong day-to-day management by a trained professional. The Village Charter empowers the Village Manager to "be the chief executive officer and the head of the administrative branch of the Municipal Government." The most recent manager is the fifth since the adoption of the Council-Manager Plan. He held the position for nearly 34 years and voluntarily retired effective May 31.

Another example of the practical Amberley approach to governance was the 1989 increase of the local income tax from 1% to 2%. Village leaders noted the loss of large businesses from neighboring communities was affecting the ability of those communities to provide basic governmental services. The Mayor and Council spoke with great candor that the increase was to develop a surplus to cushion against any future economic hardship for the Village.

That hardship came in the form of the loss of the major employer in 1998 and the resulting loss of 20-25% of the continuing revenue. Fund balances have declined since that point but the fund balances remain strong, largely due to large receipt from the Ohio estate tax which sets aside 80% of the amount collected for the local government of residence. There were years when this receipt exceeded \$1million with General Fund total expenditures in the neighborhood of \$5 million and total expenditure or \$12-13 million. The Village maintains a healthy cash balance but is facing serious financial challenges should the estate tax be repealed and other revenue sources are not identified.

AMBERLEY VILLAGE GOVERNMENT

Amberley is a full-service community with 35 full-time employees and a \$6.1 million all funds budget. The Departments of the Village are Administration, Public Works, and Police/Fire.

The Amberley Village Council consists of seven members who are elected to a two-year terms. All are voted on at-large although five reside in and run for seats reserved for specific geographic districts. The remaining two seats are not designated for any geographic area. The current council generally operates in a collegial manner but there are significant differences in political philosophy. However, all are in strong support of the council-manager plan and of hiring a top quality, strong manager for the Village. The Council also appoints a Treasurer and a Solicitor.

The Village staff routinely goes out of their way to provide extraordinary service to residents. Village residents and staff generally know each other, often by name. It is not unusual for Village staff to be flagged down for resident assistance or for residents to drop in on the Manager to discuss an issue of concern. There also are multiple appointed boards and commissions along with many less formal opportunities for resident involvement.

None of the Amberley staff are represented by labor unions.

50.8% of the General Fund is dedicated to public safety.



AMBERLEY VILLAGE MANAGER DUTIES AND AUTHORITY

The Village Manager is responsible for the overall management of the local government. The manager prepares the budget, oversees the finances, monitors the purchasing and contracts, handles all aspects of personnel management and serves as an advisor to both the elected officials and Village committees. The Charter is a strong traditional Council/Manager plan which places great responsibility and authority with the Village Manager.

The Amberley Village Charter specifies the following:

ARTICLE V. THE VILLAGE MANAGER

SECTION 1. APPOINTMENT.

A manager shall be appointed by Council, by majority vote to serve for an indefinite term, subject to removal as provided by this Charter. The Manager need not be a resident of the municipality at the time of his appointment or during his tenure of office.

SECTION 2. POWERS AND DUTIES OF THE MANAGER.

The Manager shall be the chief executive officer and the head of the administrative branch of the Municipal Government, and shall be responsible to the Council for the proper administration of all the affairs of the municipality and the enforcement of all the laws and ordinances, except as herein otherwise provided, and to that end he shall have authority to make all appointments and removals of employees of the municipality in the departments and offices under his control. He shall attend all meetings of the Council, with the right to participate in its discussions but without the right to vote; and he shall attend meetings of any committee of the Council when so required by such committee. He shall prepare and submit to the Council the annual budget and be responsible for its administration after adoption. He shall prepare and submit to the Council as of the end of the fiscal year, a complete report on the finances and administrative activities of the municipality for the preceding year. He shall prepare and submit to the Council a monthly report showing the conditions of all appropriated funds. He shall issue all licenses and permits pursuant to ordinances and perform all other duties prescribed for him in this Charter or imposed upon him by any measure of Council. He may serve as head of any department or office except as treasurer or solicitor. Council may designate some qualified person to exercise the rights and perform the duties of the Manager during his temporary absence or temporary disability or during a vacancy.

SECTION 3. INTERFERENCE BY COUNCIL WITH THE MANAGER.

Neither Council, nor its committees or members, shall direct or request the appointment of any person to, or his removal from, office or employment by the Manager, or in any manner take part in the appointment, discipline, or removal of subordinates and employees in the administrative service of the municipal Council, its committees, and its members shall deal with that



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portion of the service of the municipality for which the Manager is responsible solely through the Manager, and neither Council, nor its committees or members, shall give any orders to any subordinate of the Manager. In case any member shall be found by Council to have violated this section, Council shall declare his seat vacant. Council may, however, inquire into the conduct of any office or department, the performance of any contract, or any of the affairs of the municipality, and may in the exercise of such power compel or authorize a committee to compel the attendance and testimony of witnesses and the production of books, papers, and other evidence under penalty of law.

SECTION 4. EXPENDITURES.

All expenditures of Village funds shall be upon warrants signed by the Treasurer and counter-signed by the Manager. Such expenditure shall be made only upon authorization of the Manager, which authorization shall include a certification that the expenditure is covered by an appropriation in the annual appropriation ordinance or some amendment thereto and that unexpended funds within such appropriation, sufficient to cover such expenditure are on hand and available for the payment thereof.

SECTION 5. CONTRACTS AND PURCHASES.

The Manager shall make all purchases, and shall deliver all contracts for the municipality except contracts granting franchises for public utility services. Council may, from time to time, establish by Resolution the amount of Village Funds that the Village Manager may expend for Village purchases without having obtained authorization from Council, except that such amount established by Council shall not be greater than \$15,000.00, and shall not apply to an expenditure for expert or professional services. No purchase or contract involving an expenditure of a sum greater than the sum provided in [R.C § 731.14] Section 731.14 of the Ohio Revised Code, and as the same may be amended or re-codified from time to time, shall be made except after advertisement and the receipt of bids in writing; except in the case of emergency which will not admit of delay, in which case the Manager shall report the facts to Council at its next meeting and Council may waive all advertising and bidding requirements if Council determines that there is an emergency which will not admit of delay. After receipt of bids or after waiver of bidding, Council may authorize the Manager to make a purchase from or enter into a contract with the party who, in its sole discretion, offers the best proposal for the Village, considering quality, service, adaptability to requirements of the Village and price; or Council may direct the rejection of all bids. No contract, except a contract granting a franchise for public utility services, shall be made for a term longer than five years. All contracts shall be approved as to form by the Solicitor before they are executed by the Manager. Purchases may be made simultaneously or in conjunction with purchases by other governmental bodies.

(Amendments adopted by electorate 11-3-70, 11-4-80, 11-4-97, 11-12-07)

ISSUES AND OPPORTUNITIES

- Amberley has tremendous development potential with two large sites strategically located with easy access to two interstates and all of the metropolitan area.
- Loss of the major employer and the pending loss of a major tax revenue source have combined with capital expenditure challenges to give the Village significant financial challenges.
- Amberley’s rural feel (with lots of one acre and up) offer easy access to country living in an urban setting
- Residents are very civic-minded while paying attention to the Village finances and property tax rates.
- The Village Manager, Police/Fire Chief, and Finance Director have all announced their retirement during 2011. The new Police/Fire Chief has recently been appointed. Plans have not been concluded regarding the replacement of the Finance Director or possible reorganization in that area.
- Maintaining the low crime rate is a continuing challenge. “Drive through crime” is of concern.
- Employees enjoy working for the Village; most are long term employees.
- To what degree, if any, should the current zoning code be altered to allow condominium or other types of development? This issue remains contentious as the future of Amberley Green is considered.

JOB REQUIREMENTS

The Village greatly desires to hire an individual who appreciates the Village lifestyle and hopes to serve Amberley for the long term. The desired training and experience qualifications are: 1) Master of Public Administration degree or a Master of Business Administration or the equivalent in public planning, finance, law or similar discipline and 2) at least 5 years of progressively responsible public management experience; or equivalent combination of education and experience. Residency is not required.

Other desired qualities include being:

I a dedicated professional who:

- regards the position as a commitment, not a 40-hour job;
- is professional in appearance and demeanor;
- has practical experience working with a community with significant revenue challenges;
- pays attention to detail;
- offers great analytical skills;
- is skilled in the diplomacy necessary to be responsive to a diverse Council;
- knows how to obtain grants and other non-tax revenue for Council priorities;
- produces results through quality intergovernmental relations;
- does not participate in partisan politics;
- keeps current with training and development as evidenced by ICMA certification or by other means;
- anticipates Council needs and questions and takes actions accordingly;
- is a proactive mover for the Village who will move strongly and confidently to resolve current differences of opinion in a manner beneficial to the Village as a whole;
- is concise in oral and written communication;
- will stand up to the Council and “tell them like it is” but will represent the Council once decisions are made;
- is current in the knowledge and use of technology as evidenced by web site development, office and public service automation, and by other means;
- is cognizant of public law such as the Ohio Revised Code;
- brings fresh ideas to the department management;
- is “media savvy.”

II a strategic thinker who:

- appreciates how community planning benefits residents;
- offers a creative approach to Village planning which respects the park-like amenities of the Village but enhances its economic vitality;
- has guided the development of large tracts of urban land in a manner compatible with the community lifestyle;
- takes an entrepreneurial approach to economic development;
- markets the community;
- plans for infrastructure maintenance.

III a friendly and open public servant who:

- works with divergent personalities;
- is skilled at listening;
- is both a “leader” and a “manager”
- is an enthusiastic promoter of Amberley.
- knows how to be “firm but with empathy”
- is “approachable” by Council, staff and general public

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- is active in the community and who encourages residents to participate in their local government;
- facilitates “healing” of past differences
- does not take self too seriously
- will not play favorites-leaves people with feeling of being treated fairly;
- is a “Straight shooter,” not a game player.

IV an able staff leader who:

- hires and retains highly skilled employees;
- values and listens to staff advice while making independent decisions;
- has worked with a small staff having very large demands placed on them;
- offers strong human relations skills;
- treats staff in a mature and respectful manner;
- refrains from micromanaging staff;
- supports and facilitates the use of community volunteers;
- exercises good organizational discipline.

V a person of high personal integrity who:

- lives by high moral standards;
- has a good sense of humor;
- is hard working;
- adapts to multiple situations.



COMPENSATION

The annual pay range for the Village Manager position is open depending on qualifications. The starting salary is dependent on the selected individual’s qualifications and match with the Village’s desired attributes. An employment agreement is anticipated.

Other benefits offered by the Village include:

- Health Insurance
- Village paid Life Insurance of twice the annual salary with a cap of \$250,000
- Dental Insurance
- Optical Benefits
- Longevity Pay
- Vacation
- Sick Leave
- 1. 10.5 Paid Holidays
- State of Ohio Public Employees Retirement System

Applicants who have served other Ohio governments will have their service time counted as earned in the Village; with the exception of longevity pay calculation, as long as no break in service of one year or more has occurred.

TO APPLY

To be considered for this position, please send your resume, cover letter and current compensation information electronically in word format by **July 15, 2011** to dkrings@cinci.rr.com. For additional information about this job, please contact:

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