

THE CITY OF DAYTON, OHIO

Invites your interest in the position of:

DEPUTY CITY MANAGER



THE DAYTON COMMUNITY

Dayton is a Midwestern city in southwestern Ohio, located centrally in the American heartland. The Greater Dayton population is approximately 850,000 residents. Dayton is ranked 6th in the nation for affordable housing. Dayton is associated with the birthplace of storied aviation pioneers, the Wright Brothers, Wilbur and Orville. Dayton lies in close proximity to Wright-Patterson Air Force Base and the world renowned U.S. Air Force Museum, the nation's largest. In partnership with the Dayton Chamber of Commerce, the Dayton International Airport hosts the Vectren Dayton International Air and Trade Show annually, one of the world's largest.

Dayton offers many family oriented, warm and friendly communities, parks, golf courses and bike paths, in addition to valued cultural resources such as the downtown Schuster Center and twelve historic districts that include the Oregon District, where many original buildings still stand and is known as a popular destination for cultural centers, and vibrant shopping, dining and nightlife. Ten hospitals in the Dayton area have received five star ratings for their areas of specialty and or located close by. The Dayton metropolitan area is also home to 25 colleges and universities that promote academic excellence and main collegiate sports programs.

Additional information about the City of Dayton, it's vision, strategic goals and priorities may be found at <https://www.daytonohio.gov>.



City Aglow—Photograph by Rob Gannon

WHY DAYTON?

It is an exciting time to serve as an executive leader in local government in Dayton. While neighborhood development and redevelopment challenges exist, housing programs are expanding and promising development, redevelopment and urban renewal initiatives are gaining momentum in Dayton.

The City's Executive Management team is cohesive, highly capable and provides skilled oversight of City departments, divisions, programs and budgets. It is an excellent time to bring well developed leadership and strategic planning skills to a city that recognizes and values quality leadership and management.

City executive leaders are well trained, motivated and dedicated to serving the needs of the Dayton community and wish to see the new Deputy City Manager (DCM) succeed. The new DCM will have the opportunity to develop a work plan that nurtures and builds upon a competent team, empowers staff, delegates, shares responsibilities, shapes cross functional teams, facilitates succession planning, and builds organizational capacity.

The Dayton metropolitan area offers an excellent quality of life supported by a reasonable cost of living, affordable housing choices, highest quality schools and health care options, a spectrum of cultural and recreational amenities such as the downtown Schuster Center, the historic Oregon District which is a cultural, dining and nightlife destination, minor league baseball, major college sports teams, and many warm and friendly family oriented parks, bike paths and golf courses.

ABOUT THE CITY GOVERNMENT

Dayton operates under the City Manager form of government where elected officials, who handle legislation, appoint a chief executive (the City Manager) to oversee the operations of the local government. The City Manager, along with two Deputy City Managers, ensure goals are met and services are provided by managing the City's departments, divisions and offices. The City Manager reports to the Dayton City Commission, who serve at the pleasure of the citizens of Dayton.

Vision Statement

The City of Dayton exceeds expectations and is committed to excellence through consistent quality service delivery by dedicated, knowledgeable and courteous employees.

Leadership Philosophy

We expect leadership qualities within each individual. We solicit each other's input and incorporate it into decision making processes. To perform at the highest possible level, we procure and utilize appropriate resources, equipment, and training. We treat each other with dignity and respect and expect each individual to operate by our values:

Core Values

Courteous and Professional

Employees demonstrate courtesy and professionalism in all customer interaction

Take Initiative

Employees are proactive in problem solving

Accountability and Ownership

Employees help customers understand how to resolve their issues

Mission

As stewards of the public trust, our mission is to provide leadership, excellent services, and participatory government to enhance the quality of community for all who live, work, raise families, play, or conduct business in Dayton.

About the City Organization

The City of Dayton was the first large city to adopt the Council Manager form of government, in 1913. The Dayton City Commission is comprised of five members, a Mayor and four Commissioners, who are elected at-large on a non-partisan basis. Dayton City government provides a full range of services including police, fire, EMS, street maintenance, waste collection, building inspection, water supply and treatment, sewer maintenance, wastewater treatment, recreation, municipal courts, an international airport and a general aviation airport, and a convention center. The City of Dayton organization is comprised of 15 departments/offices employing about 2,000 employees. The General Fund budget is approximately \$175 million.

ABOUT THE DEPUTY CITY MANAGER

The available position is one of Dayton’s two Deputy City Managers (DCM). Although subject to periodic change, this position oversees the following departments: Central Services/IT, Aviation, Public Works, Finance and Water (org chart included). There are about 850 employees assigned to these departments of whom about three fourths have union representation.

In Dayton the DCM’s are appointed by and report directly to the City Manager. In addition to providing guidance, oversight and executive leadership to assigned departments and functions, the DCM’s assist the City Manager in managing the financial operations

of the City and developing strategic policy direction. The DCM’s may act as the City Manager in her absence. It is therefore vital for the DCM’s to remain fully aware of all key issues, concerns, problems, philosophies, and strategic direction of the City Manager.

The DCM carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

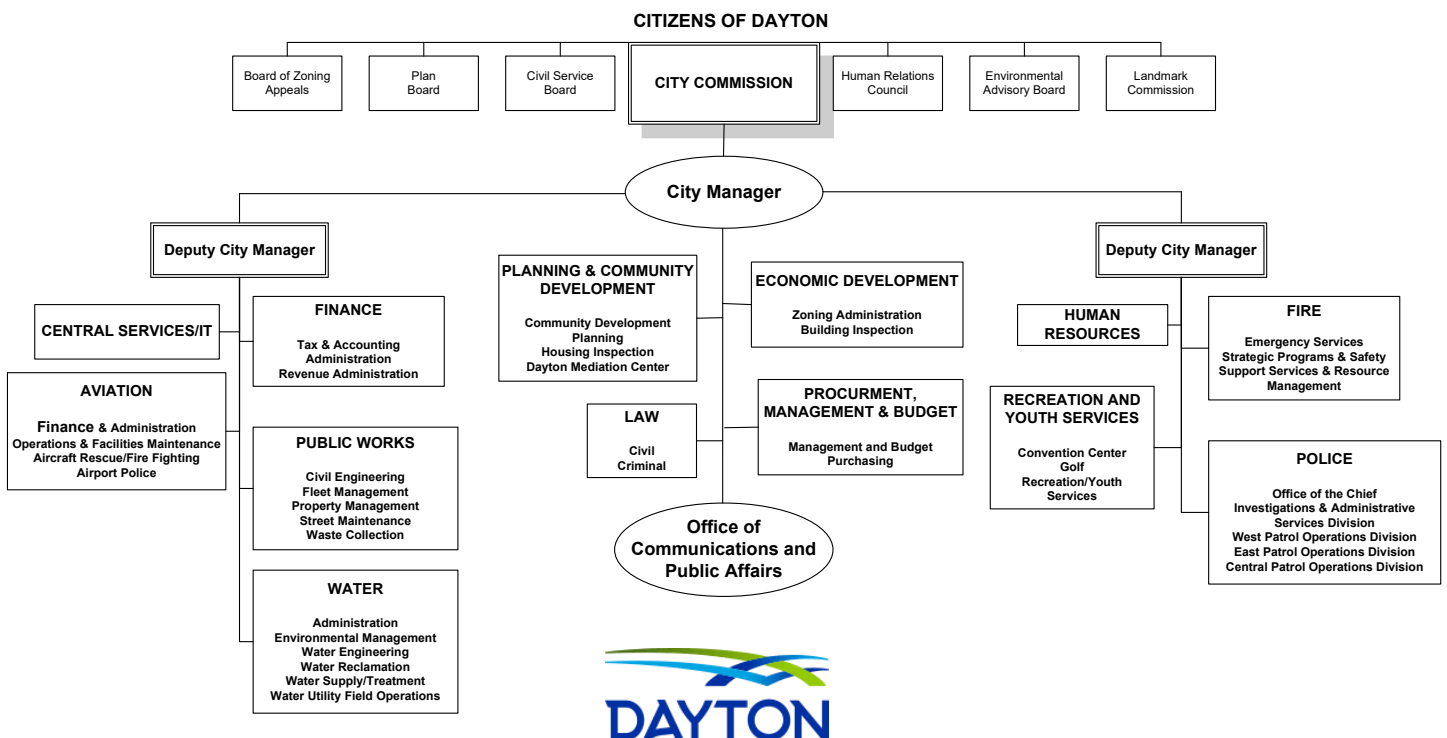
Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

He or she will assure that all programs decided upon by the City Manager and the City Commission are carried out in a timely fashion and in accord with the prescribed administrative procedures and regulations.

The DCM takes an active role in communicating issues and problems to the City Manager and in keeping the City Manager informed of all activities, progress and any problems. The DCM also assures an effective flow of information to assigned Department Directors regarding changes in regulations, procedures or policy and obtains information from them with respect to problems and progress.

The DCM participates in and may even coordinate the process for developing the City's annual budget. The DCM helps provide

Organization of the City of Dayton



financial leadership and strategy alignment within the resources plan of the City. The DCM is responsible for stimulating his or her assigned staff to achieve the City's strategic and financial objectives.

The DCM's are frequently assigned special, high priority projects by the City Manager and may represent the City of Dayton, the City Manager, and the City Commission on various boards, committees and organizations.

Requirements include:

Education/Experience

A Bachelor's Degree from an accredited college and ten (10) years of management level experience is required; a Master's Degree in Public Administration, Business, Finance, Economics or related field can be substituted for two years of management experience. Each year of experience as a City Manager, Assistant City Manager or Director in a municipal government can be substituted for two (2) years of managerial experience although no more than five (5) years of managerial experience can be substituted.

Certificates, Licenses, Registrations

Must have a valid driver's license at time of appointment and maintain as a condition of employment.

Required Professional and Personal Characteristics

- Must have a strong work ethic.
- Must be intrinsically honest and trustworthy.
- Must be a highly effective communicator both in writing and verbally.
- Must be both managerially and technically competent and strong.
- Need to strike a proper balance between attention to tasks and interpersonal relationships.

Areas of Special Expertise

- Has strong and proven leadership ability; "leader" rather than a "manager."
- Adjusts his or her leadership style to appropriately meet the need of different situations.
- Possesses expertise in municipal operations.
- Is a proven team player.
- Is team builder who practices effective succession planning.

- Is a strong advocate of team development who ensures that team members knowledge and skills are state-of-the-art current.
- Is a strategic visionary.
- Consistently practices innovative oversight.

SALARY AND BENEFITS

Salary:

Beginning salary is negotiable anywhere within the range based on the experience and qualifications of the selected candidate.

Benefits:

Health Insurance

The City offers a High Deductible Health Plan with a deductible of \$2,100 for single coverage and \$4,200 for family. The City funds 71% of the deductible with a Health Reimbursement Account or Health Savings Account. New employees are placed in the HRA. After the deductible is satisfied, there are \$20 copays for office visits, \$200 copays for emergency room visits and prescriptions copays of \$10, \$20 or \$30. Other covered hospital and laboratory expenses are paid at 100% after the deductible is satisfied. Employees pay \$70 per month for single coverage and \$200 per month for family coverage.





Festival

Dental Insurance

City pays the full premium for coverage with Superior Dental Care.

Life & AD&D

\$25,000 basic life and \$25,000 AD&D.

Optional Life

Employees may purchase from \$10,000 to \$500,000, (in \$10,000 increments) subject to a maximum of 5 times salary. The plan has a \$200,000 guarantee issue provision.

Long Term Disability

Employees may purchase at group rate. Two plans are available which pays 60% salary continuation up to \$5,000 per month in the event of disability with benefits beginning either 90 or 180 days after incapacitation.

Retirement Plan

Covered under the Ohio Public Employees Retirement Fund. Employees contribute 10% of earnings and the City contributes 14%.

Deferred Compensation

Employees can contribute to a tax deferred 457 retirement plan. Two plan options are available, Ohio Deferred Compensation Plan and ICMA Retirement Corporation.

Optional Executive Benefits

Employees receive \$4274.84 for 2018 that may be used at the employee's discretion for expenses associated with use of a city/personal car for City business (\$100/mo.), family life insurance, tax and legal services, educational services, an Individual Retirement Account (IRA), medical services, purchase of prior service credits with retirement system, deferred compensation. The amount is prorated during the first year as an executive.

Time Off

10 holidays per year, 20 days of vacation per year. First year is prorated (1 2/3 days per complete month of service). Sick leave is granted at the City Manager's discretion.

Free Parking

Employee receives free parking at City Hall.

TO APPLY

The position will remain open until filled and the process will move forward immediately upon receipt of an adequate pool of well qualified applicants. If interested, please email your resume and cover letter with current salary immediately to slavin@bellsouth.net.

For additional information about this opportunity, contact Robert E. Slavin, President at (770) 449-4656 slavin@bellsouth.net or David Krings, Midwest Regional Director at (513) 200-4222 david@kringsconsulting.com.



AN EQUAL OPPORTUNITY RECRUITER AND EMPLOYER