

City of Upper Arlington

CITY MANAGER'S OFFICE

THE CITY OF UPPER ARLINGTON, OHIO SEEKS AN INNOVATIVE AND PROVEN LEADER TO SERVE AS ITS NEXT **ASSISTANT CITY MANAGER**





ABOUT THE COMMUNITY

The City of Upper Arlington is a premier first-ring, residential suburb of Columbus, Ohio. Founded in 1918, and just under 10 square miles in size, Upper Arlington is called home by approximately 34,000 residents, with multiple generations of the same family to be found in close proximity to each other. They value its strong sense of tradition and community, beautiful neighborhoods with mature street trees and exceptional safety and City services.

With an ideal central location and close proximity to The Ohio State University, Upper Arlington residents are well educated and place great value on maintaining a quality learning environment for their children. Residents play an active role in their community, through numerous civic and service groups. Of note, residents, businesses and developers, have been consistently reinvesting in their homes, neighborhoods and community at unprecedented levels for many years, indicating a commitment to its continued success.

The City boasts an extensive and well-used network of community parks with a variety of active and passive recreational opportunities. Community gatherings and celebrations are the standard here, including a resident-driven Fourth of July parade and festival, the region's premier one-day arts festival over Labor Day Weekend, summer concerts and more.

UA RESIDENTS



Population



Median Age



Bachelors Degree



Household Income



Predominant Occupations

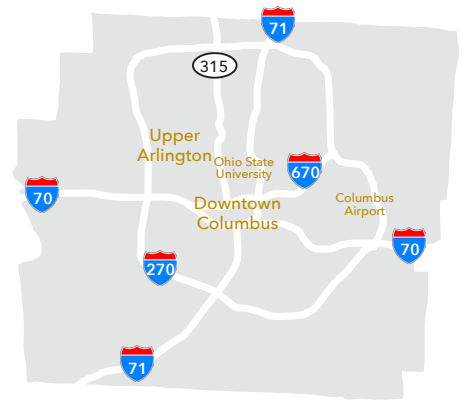
- Management/Professional 59%
- Education/Civil Service 13%
- Healthcare 13%
- Service 5%
- Construction 3%
- Other 7%



Unemployment Data

The local unemployment rate was **3.8%** in 2018, compared to a State rate of 4.6%.

LOCATION



Upper Arlington is a premier suburb located in the heart of Central Ohio, with easy access to The Ohio State University, the 315 corridor, Battelle, major research hospitals, shopping districts such as Polaris and Easton and much more.

UPPER ARLINGTON GOVERNMENT

Upper Arlington has a home-rule, Council-Manager form of government. The City Council is comprised of seven citizens who are elected at-large by residents to serve a maximum of two, four-year terms. The Council selects a President and Vice President from among its ranks to serve two-year terms. The President of Council presides over City Council meetings and serves as Mayor for ceremonial duties. The Vice President assumes the duties of the President in his/her absence.

Council's responsibilities include establishing local laws, setting policy, approving programs and generally overseeing the operations of the City. The Council hires the City Manager, City Attorney and Clerk of Council. The City Manager serves as the City's Chief Executive Officer and is responsible for the day-to-day operations of the organization, and implementing the Vision, Mission, Objectives, Priorities and Goals of the Council.

THE ASSISTANT CITY MANAGER

Under the direction of the City Manager, the Assistant City Manager is responsible for providing strategic direction and support to multiple City departments to ensure that assigned department directors meet established goals and performance objectives according to approved operating and capital budgets. Similarly, the Assistant City Manager listens, understands and resolve challenges, problems or conflicts that may arise in City Government.

Strong organizational skills are required with significant management, supervisory and process improvement experience. The ideal candidate will have exceptional interpersonal and communication skills, customer service skills and the ability to work effectively with elected and appointed officials, City staff, citizen committees, business leaders, consultants and other stakeholders.

ESSENTIAL FUNCTIONS:

1. Assists the City Manager with all duties assigned by the City Council or required by state law or local ordinance, including serving as Acting City Manager in the absence of the City Manager.
2. Works with and serves as a key resource for department heads to ensure accountability, exceptional service and efficient operations.
3. Works with the City Manager and department heads to identify and pursue opportunities for service and process improvements. As part of this, the Assistant City Manager coordinates data analysis across departments to monitor performance and inform residents.
4. Develops and implements special initiatives, policies and procedures.
5. Serves as a key contributing member of teams assembled to negotiate contracts with the City's four labor unions, in collaboration with the City Attorney, Human Resources Director and the relevant department directors.
6. Responds to inquiries and requests from key partners and constituents that include but are not limited to City Council, the media, local and regional governmental organizations, non-profit organizations and professional associations. This excludes formal public records requests, which are managed by the City Clerk.
7. Provides leadership in the management of major projects and/or reviews the status of progress toward their completion.
8. Develops and monitors strategic plans.
9. Coordinates the activities of certain special committees of City Council and the regular revision of Council Rules and Council's adopted Financial Policies.
10. Supervises assigned staff and assists the City Manager with the supervision of other key staff. Leads, motivates, collaborates, empowers, rewards, coaches, praises, trains and instructs employees. Provides regular performance feedback, interviews applicants, recommends hiring, discipline and termination where appropriate.

ON THE HORIZON - KEY FOCUS AREAS, PROJECTS & INITIATIVES

- Upper Arlington Master Plan: This includes monitoring implementation of the existing plan, preparation for and oversight of an impending review and update process (2022/2023).
- Upper Arlington Community Center Initiative: Following an extensive study process, focus in 2021 will be on a ballot issue. If passed, the Assistant City Manager will play a leading role overseeing design, construction and operations planning for the new facility.
- Sustainable UA: Upper Arlington City Council has set aggressive sustainability goals for the City. The Assistant City Manager will play a lead role driving all parts of the organization to achieve those goals.
- 10-Year Capital Improvement Program: The City has an aggressive capital plan that requires coordination among all departments. The Assistant City Manager will take a lead role to ensuring this coordination occurs and the portfolio of investments balances the needs of the City.
- Safety Forces Enhancements: Upper Arlington has multiple initiatives in its safety forces to invest in equipment (body worn cameras), preventive programming (proactive paramedicine program) and emergency preparedness. The Assistant City Manager will work with the safety forces to timely and effective execution of these investments.

CANDIDATE PROFILE

The desired Assistant City Manager candidate is an accomplished professional with depth, breadth, and diverse experience in a comparable municipal organization with a similar high-level service delivery and environment. The desired candidate offers exceptional customer service and public service focus, outstanding written and verbal communication skills, admirable interpersonal and collaborative acumen, and a profound understanding of high performing teams, traits, attributes and characteristics. This progressive leader is a skilled manager and astute leader who is able to solve complex problems or challenges and is a collaborative change agent. The Assistant City Manager will bring passion for service.

Candidates must have a verifiable record of accomplishments in service, effectiveness, efficiency, and people development, ensuring continuous service delivery improvement, process efficiency and responsiveness, and overall customer satisfaction in all areas of the organization. The Assistant City Manager should also be a resilient, self-aware professional who welcomes and values divergent perspectives, and is able to model and foster an outstanding work culture that engages and encourages people to do and be their best. Equally as important, candidates must have unquestionable integrity, honesty and a reputation as a collaborator.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university in Public Administration, Business Administration or a related field (a master's degree in Public Administration strongly preferred) and six or more years of progressively responsible experience; or any combination of training, education, or experience which provides the desired knowledge, skills and abilities to perform the essential functions of the position.



COMPENTATION & BENEFITS

The salary range for this position is dependent upon the qualifications of the individual selected as the finalist. Additionally, the City of Upper Arlington offers a comprehensive, market competitive benefits package that includes:

- Paid Leave: Vacation, Sick, Personal, Holidays; Short- and Long-Term Disability; parental leave
- Health Insurance: Choice between Traditional PPO plan and High Deductible Plan with a Health Savings Account
- Dental Insurance with Delta Dental of Ohio
- Vision Insurance with Eyemed
- Group Term Life Insurance with option to purchase supplemental coverage
- Voluntary Pet Insurance
- Service Credit Compensation
- Deferred Compensation Savings Plans
- Wellness Program
- Employee Assistance Program

Relocation assistance may be available.

APPLICATION & SELECTION PROCESS

For the complete job description and to apply, please go to:
<https://www.governmentjobs.com/careers/uaoh>

- Applications are subject to Ohio's public information laws.
- Upper Arlington is an Equal Employment Opportunity Employer.
- Position open until filled, with first review of applications on January 8, 2021.
- Questions about the position or process can be directed to Abby Cochran, Human Resources Director, at acochran@uaoh.net or 614-583-5044.



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