



CITY OF OAKWOOD, OHIO

INVITING APPLICANTS FOR THE POSITION OF:

City Manager



INTRODUCTION

The City of Oakwood, located in Montgomery County, Ohio, is searching for a highly skilled and demonstrated local government leader to serve as its next City Manager. With a small area of 2.2 square miles and a population of about 9,600 residents, Oakwood has a rich history as the residence of notable figures like aviator Orville Wright and National Cash Register founder John H. Patterson. The community values its past and aims to uphold the same principles and values that its founders envisioned. Oakwood residents are known for their emphasis on neighborliness, education, mutual assistance, and inclusivity. They appreciate the city’s walkability and services that make Oakwood a secure and attractive place to live, work, raise a family, and retire.



OAKWOOD’S FORM OF MUNICIPAL GOVERNMENT

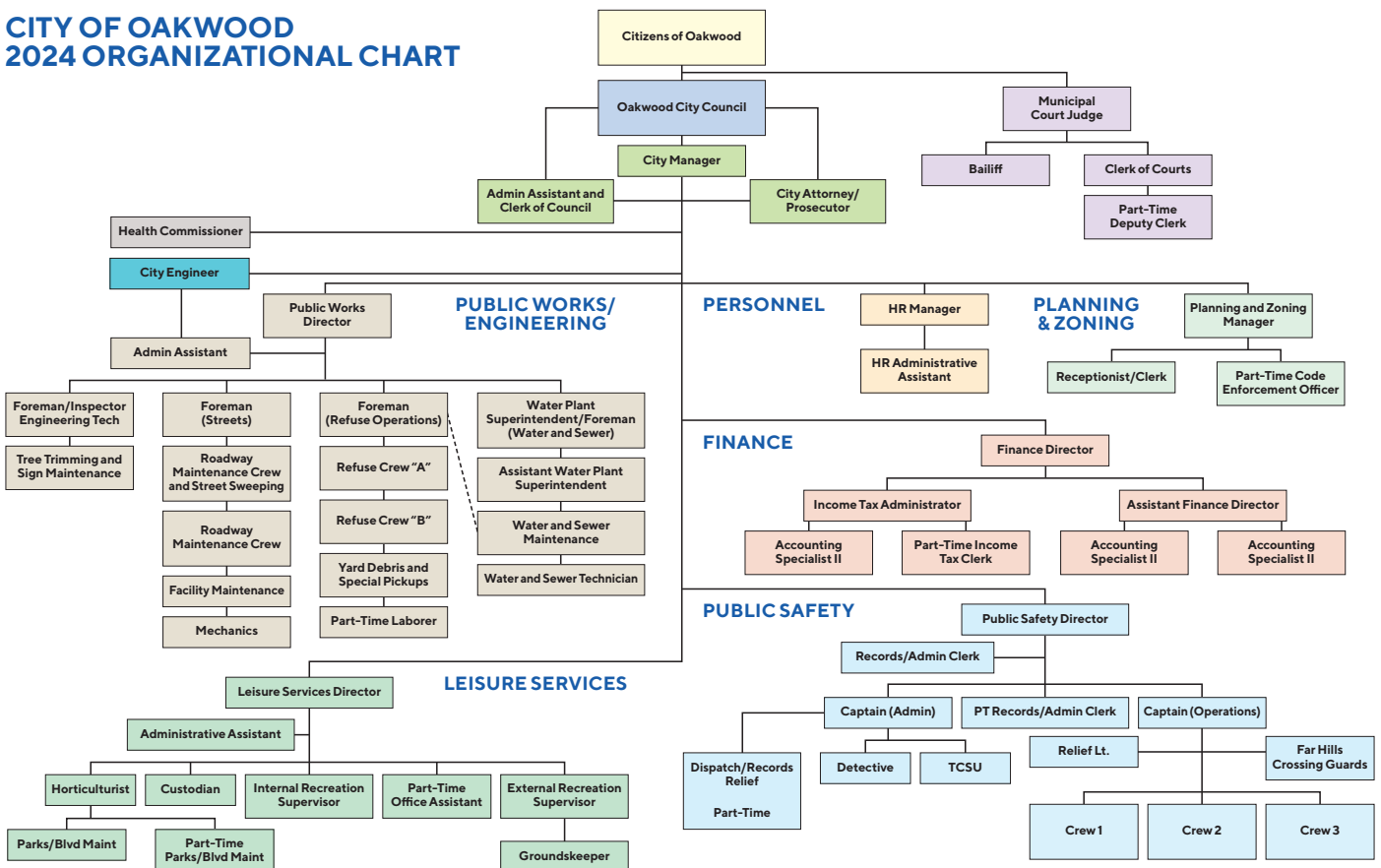
In 1931, Oakwood voters adopted a Municipal Charter, Home Rule, Council-Manager form of government. The five-member City Council is elected at-large on a nonpartisan basis for four-year staggered terms, with the Mayor and Vice Mayor being selected by their council colleagues every two years.

The City Manager is selected by and reports directly to the City Council. The elected officials set the overall direction and policy for the City, and the City Manager oversees all daily operations, acting as the city’s Chief Executive Officer.

The Department Directors are appointed by the City Manager with the approval of the City Council. The City Manager also appoints and removes all other employees when necessary.

Operating under Ohio’s Home Rule governmental structure, the City’s leadership has consistently provided strong, conservative governance, leaving the community with well-maintained infrastructure, an adequately funded capital improvement plan, financial stability, and no debt.

CITY OF OAKWOOD 2024 ORGANIZATIONAL CHART



CITY MANAGEMENT AND OPERATIONS

Full-time personnel staffing for all city departments is presently authorized at 88 FTEs and supported by 16 part-time and 50-60 seasonal personnel.

FINANCE — For the past seven years, Oakwood has received the Ohio Auditor of State Award for Financial Excellence. The department provides fiscal oversight to five fund classifications, and manages the City’s 2.5%, voter-approved, local earnings income tax, which generated a net \$10.5 million in 2023. Oakwood has historically received strong resident support for its infrequent municipal tax requests. The department also manages payroll; water, sewer, stormwater, and refuse billing; accounts receivable; and accounts payable. The city operates with a 2024 annual budget of \$25.32 million, a general fund budget of \$10.6 million, including an annual capital fund program of \$4.67 million.

PUBLIC SAFETY — A full-time Chief, two Captains, and four Lieutenants are joined by 22 career personnel and six dispatcher/records personnel in staffing the department. Oakwood’s Public Safety Department is one of approximately 130 triple-certified, consolidated police, fire, and emergency response units in the entire country, providing professional and timely service to all residents and visitors. Public Safety Officer response times to approximately 5,000 calls in 2023 averaged just 2 minutes, and 4.75 minutes on average for fire apparatus response. Personnel respond from one centrally located station. The Public Safety Department has three collective bargaining units representing supervisors, safety officers, and dispatchers.

PUBLIC WORKS — With a staff of 33 and one collective bargaining unit, the department is responsible for a full complement of services including engineering, street maintenance and repair, an ambitious annual street resurfacing program and leaf collection. The city operates its own water distribution system (44 miles of lines), water treatment and well field facilities, and maintains its own sanitary sewer collection and stormwater utility systems. The Department provides snow removal, clearing all public streets and sidewalks, and residential refuse service to each property owner’s rear door to eliminate the need for curbside refuse containers. It also provides year-round yard debris pickup and a comprehensive recycling program.

LEISURE SERVICES — The city maintains an active parks and recreation program, encompassing four neighborhood parks, a designated dog park, Smith Gardens, a Community Center and swimming pool, the Hollinger Memorial Tennis Center, and the Old River Sports Complex, and conducts annual community events including the Ice Cream Social, Family Fall Festival & Scarecrow Row and Holiday of Lights. Designated a Tree City USA, the department also provides a full array of horticultural services and maintains the City’s natural areas and boulevards, including over 9,000 trees.

As a Home-Rule Charter City, Oakwood operates its own Health District and Municipal Court and maintains control over its community development activities, economic development initiatives, code enforcement, and building inspection programs.

As a citizen-centric community, Oakwood City Council encourages citizen involvement in city business. The current list of council-appointed committees and boards includes almost 100 residents who voluntarily advise on matters pertaining to Oakwood public services.

OAKWOOD’S DIVISIONS OF GOVERNMENT

Oakwood City Council

Boards and Commissions

City Manager

Parks & Leisure Services

Engineering & Public Works

Public Safety

Income Tax

Utility Billing

Zoning & Code Enforcement

Human Resources

Law

Finance

Vital Statistics

Oakwood Health District

Municipal Court

COUNCIL-APPOINTED COMMITTEES & BOARDS

Board of Health, Beautification Committee, Board of Zoning Appeals, Budget Review Committee, ADA Compliance Committee, Personnel Appeals Board, Planning Commission, Property Maintenance Board, and Tax/Water & Sewer/ Assembly Appeals Board.

THE COMMUNITY

Since Oakwood became a city in 1931, its five city managers have chosen to live in the city while serving the community.

Oakwood boasts a variety of unique and charming neighborhoods featuring housing options that range from apartments to cozy single-family homes to prominent estates. The city implemented strict code enforcement and inspection standards for all home, rental and business properties fifty years ago to ensure proper property maintenance and to safeguard its architecturally significant properties. This commitment to preservation ensures that Oakwood properties are valued, appreciated, and protected for future generations to enjoy. Oakwood offers a quaint village atmosphere characterized by thoughtfully planned neighborhoods, tree-lined streets, and beautifully maintained landscaping. Additionally, the city-owned Smith Gardens and Francine's Garden are cherished community assets supported by dedicated endowment and volunteer programs. Oakwood is renowned for housing historic landmarks like Hawthorn Hill, once the residence of Orville Wright, and has been a residence to influential industrialists and celebrities, contributing to its rich cultural heritage.

Oakwood is continually recognized for its outstanding public school system, which provides an academy-like experience for all students in preparation for post-secondary education. The Oakwood school system is currently ranked # 6 in the State of Ohio by U.S. News and World Report and is granted 5 Stars by the Ohio Department of Education and Workforce. All schools and associated extracurricular facilities are located within walking distance for the convenience and safety of the attending students. In addition, the community is surrounded by several parochial, private, and faith-based elementary and secondary schools.

The full-service Wright Memorial Public Library recognized as one of America's Star Libraries, the City's recently developed Old River Sports Complex, the Oakwood Historical Society Homestead and House Museum, and the summer Farmers' Market further complement the abundant quality of life features that make this community so desirable.

The Oakwood Downtown Business District offers boutiques, eateries, specialized services, and quality retail selections. The award-winning Dorothy Lane Market serves as the hub of the business district and is known regionally for its bakery and gourmet food selections.

Oakwood has an active and vibrant Sister City Association, with two sister cities: Le Vésinet, France, a suburb of Paris, and Outremont, Canada, a suburb of Montreal. Oakwood also has a formal friendship agreement with Unterhaching, a suburb of Munich. The association's mission is "to promote peace through mutual respect, understanding and cooperation—one individual, one community at a time."

Only five city managers have served Oakwood in the past 93 years, demonstrating its stability and livability.

Reasons Why Oakwood's Five City Managers Have Resided In Oakwood



OUTSIDE THE CITY BOUNDARIES

Oakwood offers easy access to myriad entertainment options, such as spectator sports at the nearby University of Dayton campus and Dayton Dragons minor league baseball stadium. Additionally, residents can enjoy Dayton History Carillon Park, Cox Arboretum, regional performing arts venues, and museums in close proximity. For sports enthusiasts, professional baseball, football, and soccer games in Cincinnati are less than an hour's drive away. Shopping and dining opportunities abound at the Dayton Mall, The Greene Town Center, Mall at Fairfield Commons and Austin Landing complex. There is easy access to the Five Rivers MetroParks system, featuring one of the Midwest's most expansive bike trail systems.

Oakwood's proximity to the City of Dayton and Cincinnati via one of our nation's major interstate corridors, Interstate 75, quickly connects commuters to area employers and attractions. The University of Dayton, Wright Patterson Air Force Base, Wright State University, Sinclair Community College, and the region's growing medical centers are all a short commute from an Oakwood address.

CANDIDATE PROFILE

The ideal candidate will:

- Be an excellent communicator at both the intra- and interpersonal levels. Be a highly personable individual who is engaging and visible within the community and feels at ease speaking to and interacting with groups of all sizes and backgrounds.
- Possess a proven ability to work with and earn the respect and trust of elected leaders, residents, business owners, peers, and subordinates.
- Develop a strong appreciation of the community's history, traditions, and uniqueness while embracing a creative and innovative approach to continued improvement.
- Be a fiscal conservative and an excellent steward of taxpayer dollars while recognizing and creating opportunities to leverage public and private sector partnerships for the betterment of the overall community.
- Possess an excellent working knowledge of municipal infrastructure and utility operations and appreciate and commit to maintaining and reinvesting in the stewardship of such community assets.
- Understand public safety services and challenges and recognize, support, and enhance Oakwood's unique position in delivering such vital services.
- Have the economic development acumen and skillset to foster well-planned, financially viable redevelopment and enhancement opportunities.
- Be a recognized and respected leader of the various City departments and personnel and bring a balanced management style of fairness and firmness.
- Be strategic in their management approach, embrace new technology, establish and articulate clear, achievable goals for the city's internal operations, and consistently and objectively monitor and hold accountable subordinates for their expected levels of achievement.
- Be transparent in interactions with the Mayor and Council, subordinates, residents, and businesses while always understanding the importance of upholding the City's reputation for honesty and openness in its governmental actions.

Oakwood's Largest Employers

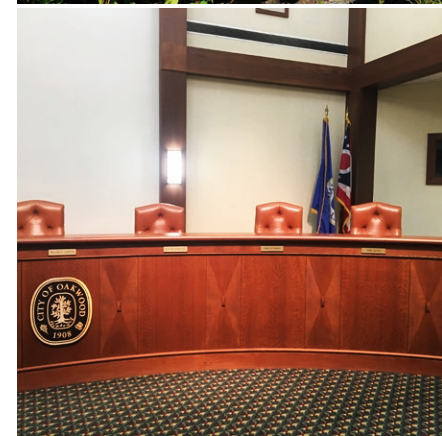
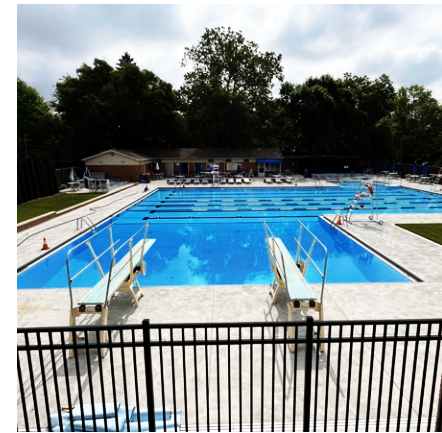
DEPARTMENT OF DEFENSE

OAKWOOD BOARD OF EDUCATION

CITY OF OAKWOOD

PREMIER HEALTH

DOROTHY LANE MARKET



MINIMUM QUALIFICATIONS AND RESPONSIBILITIES

The successful candidate must possess a bachelor's degree in business management, public administration, political science, or any related field from an accredited college or university and any pertinent credentials. Extensive experience is required in municipal government in a leadership position in public administration or any equivalent combination of experience and training that provides the required skills, knowledge, and abilities, including a valid driver's license.

COMPENSATION AND BENEFITS

This position has a starting salary range of \$150,000 - \$180,000 with an annual 14% employer contribution to the Ohio Public Employees Retirement System (OPERS). Benefits are very competitive, and a car allowance and cell phone stipend will be provided. Should the successful candidate choose to reside within the city, a relocation assistance package will be provided. Residency within the city is strongly desired but not required.

The City of Oakwood, Ohio, is an Equal Opportunity Employer



**Management
Advisory Group** LLC

Trusted Advisors to Local Government

HOW TO APPLY

Interested candidates are encouraged to submit a cover letter and resume via the email below by **July 26, 2024**, for utmost consideration. Applications will be accepted until the position is filled. For additional information, visit the [City of Oakwood](#).

Questions regarding this position may be directed to:

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Partner - Management Advisory Group, LLC

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937-478-6385 (direct line)