



The City of New Carlisle, Ohio is seeking its next City Manager





About the City Of New Carlisle

Established in 1810, New Carlisle is the second largest city in Clark County, Ohio.

A Thriving Community: New Carlisle is home to welcoming residents who take pride in their community and actively participate in its development.

- **Exciting Opportunities:** We welcomed two new residential developments to our city, alongside new businesses like McDonald's and Taco Bell. With ongoing projects like infrastructure improvements, economic development initiatives, and enhanced community programs, the City Manager will have a chance to make a lasting impact.

Supportive Leadership: Partner with a dedicated City Council and collaborate with talented city employees to serve the community effectively





The City of New Carlisle, located in Clark County, Ohio, is seeking a **City Manager** to serve as the chief administrative officer. The candidate will be an effective communicator who demonstrates a strong commitment to collaborating with City Council to ensure the city's long-term success.

Reporting directly to City Council, the City Manager oversees the day-to-day operations of the city and is responsible for implementing Council's policies and decisions. This role involves making significant decisions that impact city functions while ensuring the efficient delivery of municipal operations and services. Additionally, city administrators and department heads report directly to the City Manager.

Qualifications:

The Council shall appoint a City Manager for a definite or indefinite term and fix his/her compensation in accordance with experience, executive and administrative qualifications. The recommended qualifications are construed to be at least one of the following:

- (a) Two (2) years of experience as a City Manager or in a significant City Management position;
- (b) A college degree in public administration or related field; or
- (c) A combination of experience in municipal management and college training in this professional field.

The applicant need not be a resident of the City at the time of employment, but may reside outside the City while employed only with the approval of the Council. Council shall have the final say in determining if the qualifications are met.

Powers and Duties of the City Manager

The Manager shall be responsible to the Council for the administration of all City affairs required by or under this Charter, and shall have the following powers and duties:

- (a) To appoint, and when deemed necessary for the good of the city to suspend or remove any city employee or appointive administrative officer provided for by or under this Charter, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The Manager may authorize any subordinate administrative officer to exercise these powers with respect to subordinates in that officer's department, office, or agency*
 - (b) To direct and supervise the administration of all departments, offices, and agencies of the city, except as otherwise provided by the Charter, or by Council as authorized by the Charter.*
 - (c) To attend all Council meetings, unless excused by Council, and shall have the right to take part in discussion but may not vote.*
 - (d) To see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by subordinate officers are faithfully executed.*
 - (e) To submit to the Council and make available to the public in the manner as determined by ordinance of Council, a complete report on the finances and administrative activities of the city at the end of each fiscal year.*
 - (f) To present, if required by Council, an inventory of all City property and holdings.*
 - (g) To make other reports as the Council may require concerning the operations of city departments, offices, and agencies subject to the Manager's direction and supervision, and to make such recommendations to the Council concerning the affairs of the city as judged desirable.*
 - (h) To prepare and submit the annual budget and capital program to the Council, and keep the Council fully advised as to the financial condition and future needs of the City.*
 - (i) To prepare all contracts in cooperation with the Director of Law. No contract, agreement, or franchise shall be legal until ratified by ordinance of Council.*
 - (j) To perform such other duties as are specified in this Charter or may be required by Council under its Charter authority.*
 - (k) To declare an emergency and utilize the services and equipment of all city departments, agencies, and their compensated employees to perform necessary functions of the city.*
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Compensation and Benefits:

The City of New Carlisle offers outstanding benefits including, but not limited to, medical/dental/vision insurance, tuition reimbursement, participation in the Ohio Public Employees Retirement System, the Ohio Deferred Compensation program, an employee assistance program, and more. Currently the city pays approximately 95% of the employee health care premium and 55% of the annual medical deductible into an HSA account. Life insurance and long-term disability plans are also offered. The city gives 4 weeks' vacation, sick time that accrues at 4.62 hours per pay period, 14 paid holidays, and 3 personal days per calendar year (prorated). A car allowance and cell phone stipend may also be provided.

The pay range for this position is \$100,000 - \$140,000

How to Apply

Submission Requirements:

- Cover letter outlining your qualifications and vision for New Carlisle.
- Resume detailing your experience and accomplishments.
- Three professional references.

Send applications to:
City of New Carlisle
HR@NEWCARLISLEOHIO.GOV

City Council will work in conjunction with City Administration to review applications

Applications should be received by February 12, 2025

First review of applications will be February 17, 2025
