

# Rittman City Manager

## The City of Rittman is accepting resumes for the position of City Manager

### Minimum Qualifications:

Bachelor's Degree with emphasis on Public or Business Administration with prior experience in management, supervision in public administration preferably with a municipality of similar size. Master's Degree preferred. Excellent written and verbal communication skills, strong work ethic, good public presentation/discussion skills, team player, good under pressure and solid departmental management abilities are needed. Experience in economic development and redevelopment is a plus. Preparation of City and Department budgets with the assistance of the Finance Director and Department Heads. Ability to review and approve Zoning and Planning Applications. Ability to negotiate with Police and Service labor unions for multiyear contractual agreements under Ohio SERB legal requirements. Perform other assigned duties as required.

### Demographics:

The City of Rittman is a small City with a population of approximately 6,500 located in Northeast Ohio in Wayne and Medina Counties, which sits on the outskirts of the Akron and Cleveland Metropolitan areas. The City over the past years has observed a decline in the economy due to a large paper manufacturer closing. This 300-acre Brownfield site has been reclaimed by a well-known Brownfield company and the current City Management team, with Wayne County Economic Development and Jobs Ohio have been attempting to find a new home for a company needing a railroad service site.

### Government:

The City of Rittman is a Charter City with a Mayor/Council/City Manager form of government with City Council nonpartisan members approving the City Manager with super-majority approval of six council members. The City manager serves at the pleasure of City Council and is the Chief Administrative Officer of the City. Previous City Managers have experienced a tenure of up to 19 years of service before retiring and the current City manager (Retired Police Chief) has experienced 11 years of tenure before making City Council aware of his intentions to retire. The City is currently studying the feasibility of building a joint City Hall/County Library facility for City Administrative operations with a full-service library sharing common building areas such as conference/meeting and public restrooms.

The City municipal budget is between 7 and 8 million dollars with 37 full time and 102 part time employees. The City currently has a full-time Police and Dispatch Service, Part time Fire, Part time EMS at paramedic level service, Water, Waste Water, Service and Recreation Center Departments. The City manager has authority over all personnel with the exception of the Finance Director and the Clerk of Council whom report directly to City Council.

### The Duties of the City Manager:

Appoint and remove subject to Charter provisions, officers and employees of the municipality. Prepare budget annually with the assistance of the Finance Director and Department Heads to be submitted to City Council for approval. Appoint Citizens Advisory Committees, other than those provided by City Charter. Attend Council meetings and participate in discussions with Council Members. Recommend legislation to be adopted or repealed to City Council. Act as the City Purchasing Agent and perform such duties as required by the City Charter. Ability to establish and maintain favorable working relationships with the City Council, department heads and residential and business community a must. Successful candidates must have experience in various aspects of community planning, zoning and development.

### Wages and Benefits:

Current Salary Ordinance for this position is \$63,939 to \$79,373 and is negotiable depending upon qualifications and experience.

OPERS Pension System with Employee portion picked up by City (10% of salary)

HealthCare Plan is currently HSA or PPO plan at 80/20 percent

Residency Stipend

Longevity pay after 5 years of service

Vacation set by Ordinance with years of Service (negotiable)

Education Stipend

City Car available

**Application deadline is April 28, 2017 at 4 PM.**

Candidates should send a resume, including salary history and minimum of three (3) professional references to: Joan Challinor, Clerk of Council, City of Rittman 30 N. Main St. Rittman, Ohio 44270 or email with MS Word attachment to [joanchallinor@rittman.com](mailto:joanchallinor@rittman.com).

**Questions:**

If you have questions regarding this position you may contact City Manager Larry Boggs at [330-925-2045](tel:330-925-2045) or email [lboggs@rittman.com](mailto:lboggs@rittman.com) The City of Rittman website is [www.rittman.com](http://www.rittman.com)