

Township Administrator

Anderson Township, Ohio

Anderson Township offers one of the premier leadership opportunities in the Cincinnati region. Serving more than 44,000 residents and managing an annual budget of more than \$75 million, the new Township Administrator will work with and lead an experienced and talented team of elected, administrative and department leaders to achieve the next level of performance and successful implementation of several highly visible, community and economic development initiatives.

Anderson Township is one of the most desirable communities in the region. It's home to a strong and diverse residential community, 2,800 acres of protected open space, green space, parks and trails, and top-rated schools. Its primary business district offers a convenient mix of nationally branded restaurants and local apparel and accessory boutiques, all within walking distance of many neighborhoods. The Township also sits close to regional attractions and is just a fifteen-minute drive from downtown Cincinnati.

Anderson Township is a limited home-rule township whose policy-making authority is vested in a three-member, nonpartisan Board of Township Trustees. Board members serve four-year terms with staggered election periods. The Fiscal Officer, who also serves a four-year term, is an elected position independent of the Board of Township Trustees. The Fiscal Officer works closely with the Board and Township Administrator and is responsible for the accurate recording of all Township accounts, transactions, and the proceedings of the Board of Township Trustees.

The day-to-day operations of the Township are managed by the Township Administrator, who is appointed by the Anderson Board of Township Trustees. The Township Administrator serves as the Chief Administrative Officer of the Township and oversees the Township's departments and department leaders. In addition to the Administration staff, these include Finance; Planning & Zoning; Fire/EMS; and Public Works. Law enforcement services are provided via contract with the Hamilton County Sheriff's Office.

The new Township Administrator will have exceptional communication and collaboration skills. The successful candidate will be highly engaged with local stakeholders and will develop strong relationships with the business community, School District and Park District leaders, and civic organizations, while serving as a trusted, candid advisor to the Board of Township Trustees, to communicate and understand goals and objectives and explore mutually beneficial projects and collaborative opportunities. The ability to unite the

Township and other public and civic organizations around a shared vision and sense of purpose is paramount.

This person will be comfortable initiating high-level economic development discussions with the development community, investors, landowners, and governmental partners and be knowledgeable regarding local, state, and federal tax incentive programs. The Township Administrator will bring a strong record of budgeting and revenue enhancement success, and experience leading large organizations to meet short-term objectives while achieving long-term fiscal sustainability, including managing multi-year capital improvement programs.

A bachelor's degree in public administration, urban planning, business administration, or a related field from an accredited college or university is required. A master's degree is preferred. The successful candidate will have a minimum of ten years of progressively responsible local government leadership experience. ICMA-CM is preferred but not required.

This is a full-time, exempt position, and the salary will be commensurate with the knowledge, skills, and abilities of the selected candidate, with a salary of \$165,000 and up dependent upon qualifications. The position also includes a full pension pick-up and an excellent benefits package, including paid time off (PTO), paid holidays, medical, dental, vision, life and disability insurance, participation in the Ohio Public Employees Retirement System (OPERS), and travel and training support.

There is no residency requirement for the Anderson Township Administrator position.

The Township Administrator position is open until filled, with the first review of candidates taking place on October 23, 2026. Candidates are encouraged to apply early. **A detailed Community and Position Profile can be found at [Sagoraa.com](https://www.sagoraa.com).**

To apply, please email in one combined PDF, a cover letter, resume, and five professional references to: mth@sagoraa.com. Anderson Township will not accept applications or calls of inquiry regarding the status of this recruitment. All candidate communications will be provided by Strategic Agora Advisors, Inc.

Questions should be directed to: **Michael Hinnenkamp, President, Strategic Agora Advisors, 513-616-1321. Faxed or mailed applications will not be accepted.**

Anderson Township is an Equal Opportunity Employer.