

Village Administrator

Golf Manor, Ohio

Village Administrator, Golf Manor, OH (Population 3,800)

The Village of Golf Manor is seeking a versatile and highly resourceful Village Administrator to lead its close-knit municipal team. This person will be an empathetic problem solver and adaptable leader who thrives in a small-staff environment and is comfortable wearing many different hats. The Village Administrator reports directly to the Mayor and has executive level responsibility for the administration and supervision of all department heads, officers, employees, agents, clerks, and assistants employed by the Village. The successful candidate will have the opportunity to make a significant impact in shaping the Village's future.

Located in the heart of Hamilton County, Ohio, approximately 8 miles from downtown Cincinnati, Golf Manor has 3,800 people (2020 Census), and a total land area of .56 miles.

Despite its small size, the Village enjoys a stable housing market and has a diverse population of residents and businesses. Residents are within walking distance of neighborhood businesses, the Village's government and community center, and its parks. They also have a variety of transportation options to and from the Village, including easy access to Metro, the regional transit system, and bike paths along major thoroughfares connecting surrounding neighborhoods and the region.

Although the Village consists predominantly of single-family homes, neighborhood businesses provide services within walking distance of nearly the entire community. A stable industrial district along the western edge of the Village, situated on a major rail line, provides both employment opportunities and a strong tax base.

The Village of Golf Manor operates as a Mayor-Council home-rule incorporated charter form of government. The Mayor is the chief executive officer of the Village and presides at all meetings of Council and may introduce ordinances and resolutions, take part in the discussion of all matters coming before Council, and vote in the case of a tie. The legislative authority is vested in a six-member Village Council. Village Council is elected at large to four-year overlapping terms.

The new Village Administrator for Golf Manor will be a dynamic, visionary, servant leader who can lead staff, manage day-to-operations, craft a big-picture vision, build alignment around that vision, and turn it into reality. They will welcome the opportunity to make a significant impact by shaping the future of a unique urban enclave and creating long-term sustainability.

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

required. Extensive public sector experience, expertise, and skills may be considered as substitute for other preferred qualifications.

This is a full-time, exempt position, and the salary and final compensation package will be commensurate with the knowledge, skills, and abilities of the selected candidate. A maximum salary of \$125,000 is expected (including a full OPERS -Pick-up) while other components of the compensation package may be negotiable. The Village of Golf Manor offers an excellent benefits program, including vacation, sick leave, paid holidays, medical and dental insurance, participation in the Ohio Public Employees Retirement System (OPERS), and travel and training support.

There is no residency requirement for the new Village Administrator.

The Village Administrator position is open until filled, with the first review of candidates taking place on October 23, 2026. Candidates are encouraged to apply early. Additional information is included in a detailed Community and Position Profile available at www.ohioplan.com, under active recruitments.

To apply, please email a cover letter, resume, and five professional references as a single combined PDF to hr.office@ohioplan.com. Questions should be directed to Michael Hinnenkamp, Executive Director, at 513-906-6705.

The Village of Golf Manor will not accept applications or respond to inquiries about the status of this recruitment; all candidate communications will be handled by Ohio Plan.

Faxed or mailed applications will not be accepted.