

Amberley Village – Village Manager – One-Page Ad – Management Advisory Group

INTRODUCTION

Amberley Village, Ohio (population 3,840) is seeking an accomplished local government leader with a proven, successful management record and a demonstrated commitment to service delivery excellence. The Village's current manager has announced his retirement after 15 years of service as Village Manager. Amberley Village is located in southwest Ohio within Hamilton County. This highly acclaimed first-ring suburb, just northeast of downtown Cincinnati, is a predominately single-family, owner-occupied community and was incorporated in April of 1940. It has remained an important center for Cincinnati's suburban Jewish community, but now boasts a more expansive cultural range of residents. The Village is 3.5 square miles in area, is landlocked, and is known for its large home lots, attractive open spaces and abundant natural beauty. Its residents benefit from easy connections to Interstates I-71 and I-75, with direct access to Ronald Reagan Highway (State Route 126).

EDUCATION AND EXPERIENCE

A bachelor's degree is required for this position and a Master's degree in a field such as public or business administration is preferred. Candidates should have a minimum of eight to ten years of progressively successful, local government experience as a manager, assistant, or have served as a department head of a larger local government.

EMPLOYMENT CONDITIONS

The next Village Manager is anticipated to be selected in early December of 2026 and should plan to begin their duties by early January 2027. Residency is not required and the Amberley Village Council expects to enter into a three-year employment agreement with the selected candidate and will provide a negotiated, starting annual salary within an estimated range of \$160,000–\$195,000, plus a highly competitive benefit package.

MORE INFORMATION: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:266be360-a16e-45cf-b143-e8852d4d30a5>

HOW TO APPLY

Questions regarding this position may be directed to:

Gregory B. Horn – Partner

Management Advisory Group, LLC

P.O. Box 1915, Westerville, OH 43086

Direct: 937-478-6385

ghorn@themanagementadvisorygroup.com

Resumes/cover letters should be submitted by **November 9th, 2026** to ghorn@themanagementadvisorygroup.com for utmost consideration, although applications will be accepted until this position is filled.



is inviting applicants for the position of

VILLAGE MANAGER



INTRODUCTION

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The community seeks a dynamic, ambitious professional manager who will build upon the progress and achievements of recent years by maintaining the Village's sound fiscal planning, outstanding municipal services and its unique personal touch in the way it serves its residents. Amberley Village has a proud history of stable Council-Manager government dating to the 1955 voter approved adoption of its Home-Rule Charter with only six village managers serving since that time. The Village Council works well together in a collegial and respectful manner, recognizing they can disagree at times while still maintaining proper decorum.





U.S. Census data demographics listed below, further emphasize the uniqueness of the community:

MEDIAN RESIDENT AGE

42.4

65 YEARS & OLDER

22.5%

VETERANS

3.8%

POVERTY RATE

1.7%

AVERAGE FAMILY SIZE

3.25

HOUSING UNITS

1,413

HOME OWNERSHIP

98.1%

MEDIAN HOME VALUE

\$515,400

HIGH SCHOOL & GREATER EDUCATION

98.9%

BACHELOR'S & GREATER EDUCATION

75.7%

PER CAPITA INCOME

\$91,290

MEDIAN FAMILY INCOME

\$208,295

MEDIAN HOUSEHOLD INCOME

\$154,688

The next Village Manager will assume the management duties of a community that focuses on the 'details' and has an eye toward a positive future.

COMMUNITY

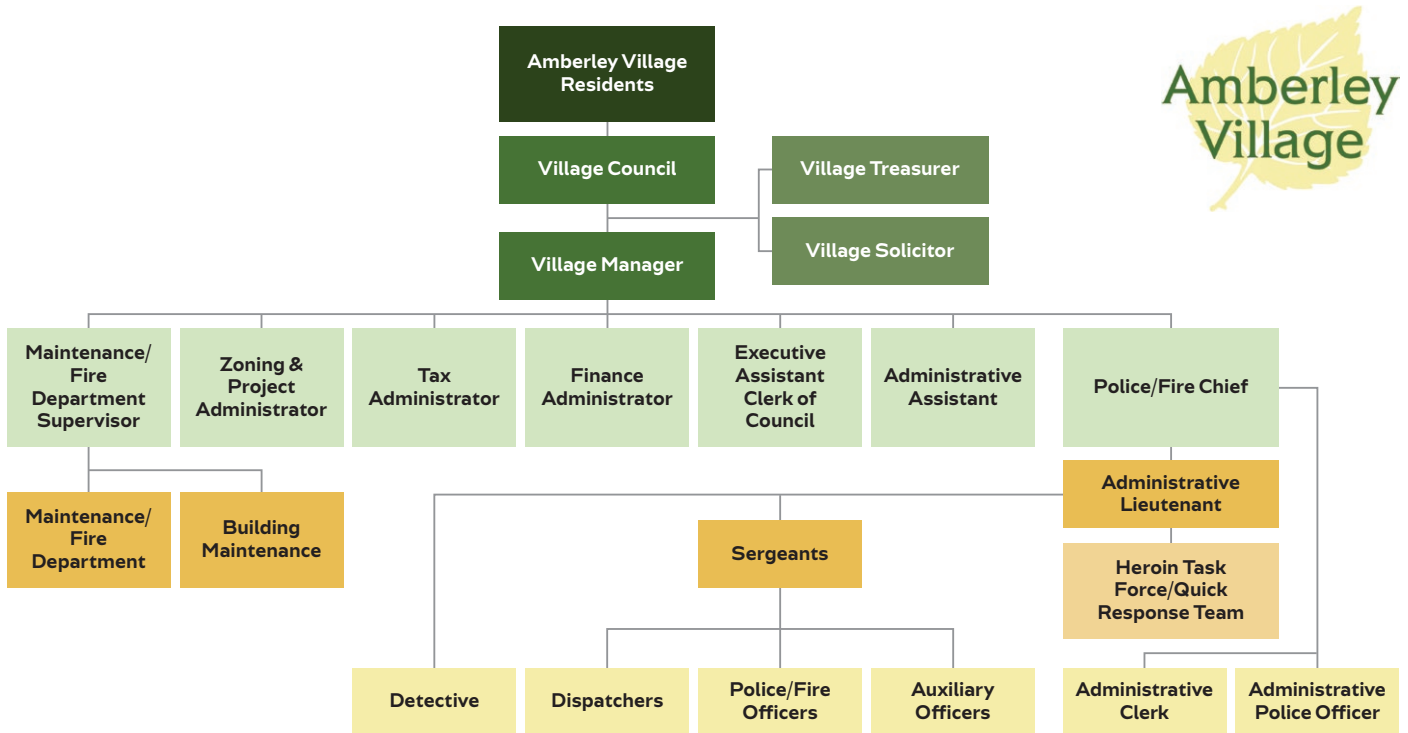
The Village, named after Amberley, West Sussex, England, is recognized as a Tree City USA for its foliage, spacious feel and its hundreds of acres of natural area including the 275-acre (City of Cincinnati) French Park and Amberley Green, a former 133-acre golf course acquired by the Village in 2008. The community is situated within the Cincinnati Public School system, with a wide range of nearby public and private preschools, elementary and secondary schools. Amberley Village is also well positioned for students commuting to nearby campuses including Xavier University, University of Cincinnati and Cincinnati State. There are three branches of the Public Library of Cincinnati and Hamilton County located within a five-minute drive, and an array of cultural, recreational, and entertainment amenities are virtually next door. Outstanding medical facilities within the Cincinnati metro area are also readily accessible, including a medical office building and a veterinary clinic within Village boundaries.



Amberley Village exudes a safe and quiet feel and offers attractive, well-maintained neighborhoods and housing types, ranging from medium sized single-family homes to larger estates. As traditional owner-occupied homes dominate Village landscape, retirement housing, multifamily units and condominium options are available in surrounding communities. The community's location and its strong resale values keep vacancy rates extremely low.

ORGANIZATION

The Village Manager is appointed by and reports directly to the Village Council and oversees all municipal services through the Village's various municipal departments and operations:



● Mayor and Council

Amberley Village voters elect all seven council members every two years with council terms beginning on December 1st following the municipal elections. Five nonpartisan members are elected from districts, and two nonpartisan members are elected at large. The Mayor is elected by the council every two years and presides over council meetings, in addition to being the ceremonial head of the Village. The Mayor has the same vote as other elected members of council and possesses no veto power. The Vice Mayor, also chosen by council every two years, performs the duties of the mayor if he/she is absent or otherwise unable to perform their official responsibilities. The Village Council additionally appoints the treasurer, solicitor, and clerk and sets policy, creates laws and appoints a Village Manager. Council also appoints its fellow members and residents to several committees which include:

Finance, Law, Police/Fire, Education, Health & Welfare, Public Outreach, Public Buildings and Parks, Streets, Public Utilities and Sewers, Land Development, Compensation and Benefits, Investment, and additional representatives to area and regional associations.

There are also three resident-run committees that require a council appointment, including Environmental Stewardship, We Thrive Health & Wellness, and the Human Rights Commission.

● Village Manager

The Village Manager, the chief executive officer appointed by Council, oversees the day-to-day operations of the Village and is responsible for the appointment of all personnel within the guidelines established by the Village Charter and municipal ordinances. The Village Manager is the contractual officer of the Village in accordance with all purchasing guidelines and serves as the Safety Director unless the position is appointed separately.

● Finance and Tax Administration

The Village Manager appoints and supervises two separate positions responsible for the Village's financial and tax administration: the Finance Administrator and the Tax Administrator. The positions have distinct responsibilities but work closely together in managing the Village's financial operations and revenue.

● Finance Administrator

The Finance Administrator is responsible for the day-to-day financial administration of the Village and serves as a key financial advisor to the Village Manager and Village Council. Responsibilities include financial reporting and analysis, budget development and administration, accounts payable and receivable, cash management and investments, payroll oversight, financial forecasting, monitoring revenues and expenditures, preparation of financial information for Council and its Finance Committee, and coordination of the Village's biennial audit. The Finance Administrator also works with the Village Manager in developing long-term financial strategies.

● Tax Administrator

The Tax Administrator is responsible for the administration, collection, and enforcement of the Village's municipal income tax. Amberley Village levies a 2% municipal income tax on taxable income and requires all resident individual taxpayers to file an annual municipal income tax return. The Village administers and collects its municipal income tax in-house rather than utilizing a third-party tax administrator.

The Tax Administrator oversees the processing of individual and business tax returns, collection of tax revenues, tax compliance and enforcement, taxpayer assistance, refunds and credits.

● Current Financial Landscape

Amberley Village's municipal income tax is particularly significant to the Village's financial structure. Residents currently receive a credit for municipal income taxes paid to other municipalities, generally up to the Village's 2% tax rate. This reflects the fact that many Amberley Village residents work outside the Village and pay municipal income taxes to the communities in which they are employed.

The Village is also evaluating a potential change to its municipal income tax reciprocity policy. One proposal under consideration would reduce the current credit from 100% of qualifying municipal taxes paid elsewhere, up to the Village's 2% rate, to a maximum credit of 1%. Any change would require action by Village Council. The issue is part of the Village's broader consideration of long-term financial sustainability and revenue needs.

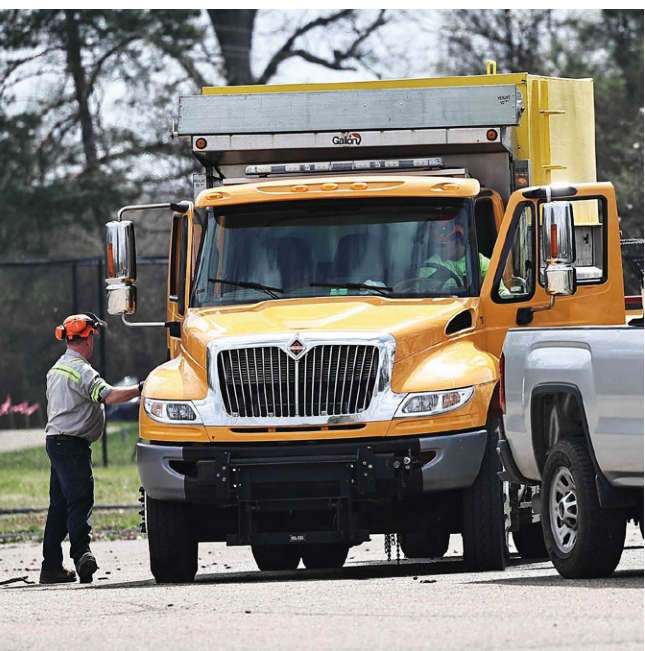


Property tax is another significant source of Village revenue, generating more than \$1.5 million in 2025. The Village's Police Levy, which currently funds approximately 30% of all police expenses expires in 2027. Renewal of the levy, along with a proposed increase, will be necessary to maintain the Village's current level of police services and support its long-term financial sustainability. Together, income tax and property tax represent important components of the Village's overall revenue structure and require the Village Manager to maintain close oversight of both current financial operations and long-term fiscal planning.

Amberley Village operates with a 2026 annual budget of \$14 million, which includes a General Fund budget of \$8.4 million, with \$5.2 million being dedicated to personnel and benefits. The Village has no debt, although it is projecting a 2026 budget deficit of \$600,000 with an unencumbered general Fund balance of \$6 million. The community employs a total of 39 full-time personnel and maintains productive and professional relationships with its work groups with no recognized collective bargaining units.

● Police/Fire Department

Amberley Village provides 24-hour Police and Fire services via a combined full-service career department with twenty six full-time officers/firefighters and five full-time dispatch/administrative personnel. This unique approach to delivering vital safety services to Village residents and visitors has proven cost effective and has been well received by the community throughout the years due to its prompt response times and quality personalized service. All personnel are dually certified as law enforcement officers and firefighters. The Village's seven maintenance personnel are additionally certified as firefighters and first responders. Emergency medical/paramedic services continue to be provided via third party contract with the adjacent City of Reading, and the Village is benefitted with strong mutual aid agreements among surrounding departments. Fire suppression, hazmat mitigation, inspection/investigations, and technical assistance are also provided. The combined police/fire department operates from one centrally located, fully equipped station. For the calendar year 2025, the Amberley Village Police and Fire Department had 29,139 calls for service, including alarms, auto accidents, arrests, house/business checks, medical/fire emergencies, traffic stops, suspicious persons/vehicles and well-being checks on residents. Community outreach includes home security inspections, vacation house checks, neighborhood watch programs, alarm monitoring service, vehicle identification program, health screenings, first aid/cpr classes, a dedicated Senior Safety Officer for older and homebound residents, and an abundance of community educational programs. The Village maintains an ISO rating of 2 based upon a rigorous inspection by the Insurance Services Office of Ohio, recognizing the exemplary fire protection and emergency operational infrastructure the Village provides.



● Maintenance

Amberley Village staffs and equips a comprehensive maintenance department which is charged with the responsibility of maintaining all Village-owned roadways, rights of way, public grounds, stormwater infrastructure, recreational amenities and municipally owned buildings. Additional services include snow/ice removal, annual leaf collection and municipal equipment and vehicle maintenance. The Village's seven full-time maintenance personnel are cross trained as firefighters and first responders and play a significant role especially during the daytime hours when they respond directly to emergencies from their normal maintenance duties. Amberley Village is known for its bare pavement in the winter- time and its well-executed fall leaf removal and resulting mulch program.

CHALLENGES AND PRIORITIES

Amberley Village elected officials and senior staff have identified several key issues that will be a priority for the next Village Manager:

● Leadership/Community Engagement

The Amberley Village Council wants its next Manager to be highly visible and engaged with the community and the organizations it serves both locally and regionally. The Village Manager will need to be openly transparent regarding the Village's decision-making processes and should project a positive, consensus-building influence upon others.

● Amberley Green

The Village acquired the former Crest Hills Country Club in 2008 after it ceased operations. The clubhouse and appurtenances were removed, and the 133-acre parcel has been primarily used for walking, jogging, tennis, community garden plots and other limited outdoor activities. Keeping the parcel mowed and maintaining the extensive tree inventory has been a fiscal challenge for the Village. Community engagement, including the Village's 2026 Future Visioning Report, has been undertaken with the assistance of a third-party consultant, and the Village has conducted open meetings, focus groups and other information-gathering exercises to help gauge community sentiment for future use of this property. Responses have ranged from simply maintaining the property in its current natural state to encouraging some form of well-planned residential and/or recreational development in targeted areas. The next Village Manager will undoubtedly play a key role in continuing to facilitate this discussion and any future plans and funding options for this unique property. The successful Village Manager candidate will benefit from experiences he or she brings to the table regarding previous involvement in planning, construction, and/or funding of similar development opportunities.



● Economic Development

Amberley Village is fully developed apart from a few key parcels. One of the most targeted properties is the 56-acre shovel-ready site that is currently owned and marketed by The Port of Greater Cincinnati, and is located at 2100 Section Road in the southwest corner of the Village. This large tract is the former headquarters of Gibson Greeting Cards, has adjacent rail access, and is located approximately one half mile from Interstate I-75. The site has been elevated to prevent any flood concerns and is able to readily accommodate a 750,000 sq. ft main floor building footprint.

The Village owns the North Site, with commercial building site(s) totaling 26 acres located at the interchange of Ronald Reagan Highway (State Route 126) and Ridge Road. One 2 acre parcel remains available for development. The incoming Village Manager should have economic development experience and the proven ability to work closely with area agencies to foster competitive development initiatives for these remaining sites.

● Fiscal Stewardship

Amberley Village, like many Ohio bedroom communities, has been fiscally impacted by state legislative actions that have reduced or eliminated long standing funding sources. Ohio's estate tax was eliminated beginning in January of 2013 and its Local Government Fund formula for sharing of Ohio's income tax receipts with local governments has been reduced by over \$1 billion since 2010. These actions have significantly restricted the financial flexibility of the Village and could lead to continued erosion of fund balances over the next several years. The next Village Manager will need a thorough understanding of local government finance and possess the financial acumen to assist elected officials and citizenry with some major financial decisions in the Village's near future.

● Service Delivery

Amberley Village generally receives high marks from its residents and businesses for its quality, cost-effective delivery of public services. The Village remains very competitive in the region for its moderate "Quality of Life Costs", which include property taxes, local income taxes and various fee schedules. The next Village Manager will need to have the operational expertise and personal commitment to continue this tradition of high-level service which Amberley Village residents have come to enjoy, value and expect.

The Ideal Candidate Will...

- Be an excellent communicator at both the intra and interpersonal levels. He or she will be a highly personable individual who is engaging and feels at ease speaking to and interacting with individual residents and groups of all sizes and backgrounds.
- Possess a proven ability to work with and earn the respect and trust of his or her elected leaders, peers, subordinates, and residents.
- Develop a strong appreciation of the history and traditions of the community they serve while embracing creative and innovative approaches for continued improvement.
- Be fiscally responsible 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.
- Have the economic development acumen and skill set to foster well-planned, financially viable and beneficial development initiatives for the Village.
- Be a recognized/respected leader of the various Village departments and personnel and bring a balanced management style of fairness and firmness to their new position.
- Be strategic in their management approach and able to establish and articulate clear, achievable goals for the internal operations of the Village, as well as consistently and objectively monitor and hold accountable staff for their anticipated levels of achievement.
- Be transparent in dealings with the Village Council, staff, residents, and businesses while always understanding the importance of upholding the Village's reputation for honesty and openness in all its governmental actions.



EDUCATION AND EXPERIENCE

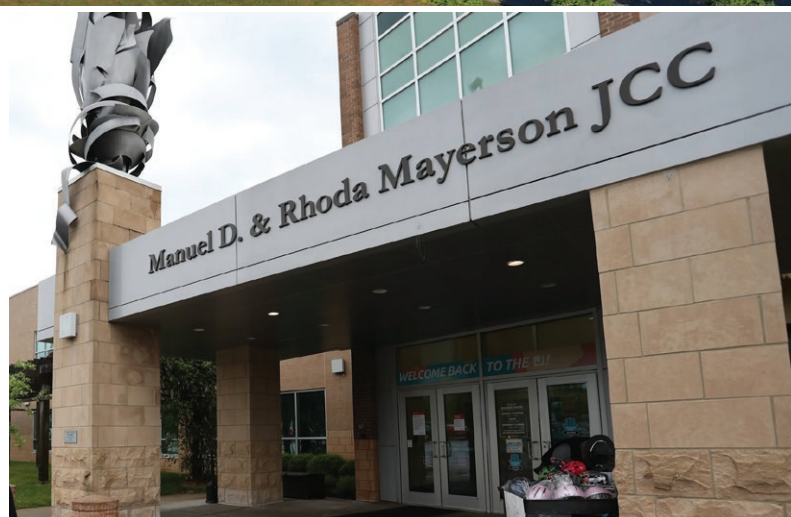
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Significant experience in municipal finance/budgeting, economic development, parks and recreation, public works, and safety services is recommended. Amberley Village is a personal service-oriented community and candidates that bring an array of local government management experiences are encouraged to apply for this outstanding career opportunity.

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All candidates may be subject to a comprehensive background check and post-offer drug screen and medical examination. Ohio is an open records state and confidentiality of submittals cannot be guaranteed. Amberley Village, Ohio is an Equal Opportunity Employer.



**Management
Advisory Group** LLC

Trusted Advisors to Local Government

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