

Township Administrator

Miami Township, OH

Township Administrator, Miami Township, OH (Population 15,969)

Miami Township is seeking a results-oriented, visionary leader to serve as its next Township Administrator. Reporting to the Board of Trustees, the Administrator provides administrative and managerial oversight of all Township departments and functions. This is an exceptional opportunity for a forward-thinking professional to lead the Township to its next level of performance, guiding improvement projects and initiatives that deliver best-in-class services and efficiency to the residents of a proud and engaged community.

Located in southwestern Hamilton County, in the hills above the beautiful Ohio River at its confluence with the Great Miami River, Miami Township is just 20 minutes west of downtown Cincinnati. This primarily residential community, which encompasses nearly 24 square miles and also includes the Villages of Addyston, North Bend and Cleves, offers the best of both worlds: scenic river-valley surroundings and small-town character, with easy access to the amenities of a major metropolitan area. Residents have deep roots in, and great pride in, Cincinnati's West Side. They value living in a safe and growing community, one they hope their children and grandchildren will also choose to call home. The Township's nearly 16,000 residents are highly engaged, invested in the community's future, and active participants in its civic and social life.

Miami Township is governed by a three-member, nonpartisan Board of Trustees, which holds the Township's policy-making and governing authority. Trustees serve staggered four-year terms. The Township Administrator is appointed by, and serves at the pleasure of, the Board of Trustees. As the Township's Chief Administrative Officer, the Administrator manages day-to-day operations and oversees the Township's departments and department leaders.

The Board of Trustees is seeking an accomplished leader with experience managing multiple projects at once and working with businesses, commercial contractors, and developers to navigate submission requirements for new development and to support the retention of existing businesses. The ideal candidate sees potential and has the drive to turn it into reality. The new Township Administrator will be honest, ethical, hardworking, and deeply committed to the profession, with a proven record of improving organizational performance and enhancing the quality of life in the communities they serve.

A bachelor's degree in public administration, urban planning, business administration, or a related field from an accredited college or university is preferred. The successful candidate will have a minimum of five years of progressively responsible experience in local government leadership or a related business setting, or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

This is a full-time, exempt position with a salary of up to \$105,000, commensurate with the knowledge, skills, and abilities of the selected candidate. The overall compensation package is negotiable based on the qualifications of the finalist. Miami Township 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 support for professional travel and training.

There is no residency requirement for this position; however, the new Administrator will be expected to be an active and visible participant in community organizations and events.

Questions should be directed to Michael Hinnenkamp at Ohio Plan Risk Management at (513) 906-6705. For more information, visit www.ohioplan.com and click Active Recruitments in the green bar at the top of the page.

The position is open until filled, with the first review of candidates scheduled for October 23. Candidates are encouraged to apply early.

To apply, please email a cover letter, résumé, and five professional references, combined into a single PDF, to hr.office@ohioplan.com. Faxed or mailed applications will not be accepted.