



Job Announcement

Assistant to the City Administrator

Springdale, Ohio

Posted: November 22, 2021

Closing Date: December 6, 2021

The City of Springdale, Ohio is accepting resumes for the position of Assistant to the City Administrator. This position is part of the senior leadership team, reporting directly to the City Administrator, and will coordinate a wide variety of special projects and complex tasks associated with the Administrative function of municipal government. The position will coordinate and oversee administrative activities as directed by the City Administrator and serve as a liaison to other City Departments. Successful candidates will have at least five (5) years of full-time, government experience in a similar capacity, with a demonstrated track record of progressive responsibilities, and career accomplishments.

The City of Springdale is located in Hamilton County, approximately twenty miles from downtown Cincinnati. It is home to a highly developed commercial/industrial community, well maintained residential neighborhoods with a population of approximately 11,000. The City employs approximately 125 full-time, 50 part-time, and 30 seasonal employees. The City operates Police, Fire, Health, Tax/Finance, Human Resources, Building, Economic Development, Public Works, and Parks & Recreation Departments.

Essential Functions and Duties:

- Conduct, coordinate, and review studies, surveys, and the collection of information on various operational and administrative issues;
- Assist with the development of long-range goals and objectives, and recommend changes within the organization;
- Maintain records and develop reports for new or ongoing programs and projects;
- Prepare a variety of complex correspondence, memoranda, and administrative reports;
- Assist with a variety of boards, commissions, and committees and prepare reports and other necessary correspondence;
- Manage assigned special projects with the City Administrator's Office;

- Promote innovation, critical thinking, and creativity in developing approaches and solutions to City needs;
- Maintain a high level of confidentiality, discretion, and integrity.

Experience and Qualifications:

The ideal candidate will have:

- A minimum of five years of full-time government experience in a similar capacity, with a demonstrated track record of progressive responsibilities, and career accomplishments;
- Strong communication, administrative, and organizational skills;
- Ability to understand and deliver quality customer service and identify ways to improve services;
- Ability to work cooperatively with staff, other departments, and outside organizations;
- Possess highly proficient computer skills with a working knowledge of various municipal software programs;
- Experience with website development and maintenance;
- Experience working with elected officials, preparing meeting agendas and packets, and completing meeting minutes;
- Experience with local government budgeting.

Salary and Benefits:

This position includes a competitive range of \$57,663 - \$89,955 (DOQ) and offers a generous benefits package. This is an FLSA Exempt position and serves at the discretion of the Mayor and City Administrator.

How to Apply:

Qualified and interested individuals are required to submit a detailed cover letter and resume no later than 4:00 p.m. EST on December 6, 2021. All documents may be mailed, emailed, or delivered to the attention of:

Brian Uhl
Assistant City Administrator
City of Springdale
11700 Springfield Pike
Springdale, OH 45246
(513) 346-5700
buhl@springdale.org

The City of Springdale is an Equal Opportunity Employer.

WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY