



**Village of New Lebanon,
Montgomery County, Ohio**

The Village of New Lebanon is currently recruiting for a new Village Manager. New Lebanon is a rural suburb of the Dayton metropolitan area located in Western Montgomery County, Ohio. The Village provides full municipal services to a population base of 3,712 and requires an energetic professional with project management experience. Currently there are 28 full-time and 23 part-time, seasonal, and volunteer employees. The Police Department consists of a Police Chief, 5 full-time officers (including command staff) and 4 part-time officers. The Fire Department has a Fire Chief, 3 full-time Firefighter/EMTs, and 12 part-time/volunteers. The total annual budget of the Village is \$ 9.7 million. The community has an excellent school system located within the incorporated area of the Village serving a student population of approximately 1,250 students.

The Village of New Lebanon is striving to find these characteristics in the next Manager: Trustworthiness, respectability, and ethical behavior.

- Strong listening skills and the ability to effectively communicate with the mayor, the Village council, community members, and staff.
- Leadership skills and experience managing a team.
- Strong oral and written communication skills.
- Knowledge of community development programs and processes.
- Flexible schedule to attend all necessary meetings including City Council, Parks and Recreation Advisory Board, Planning Commission, and Board of Zoning Appeals meetings.
- Knowledge and experience writing and searching for municipal grants. Please document specific experiences in your resume.
- Experience with zoning administration and enforcement is a plus.
- A background in planning, engineering, finance, public works, or municipal management
- Bachelor's degree (preferred, but not required) and 5 years of management experience, or an equivalent combination of education and/or experience.

Some of the challenges facing the next Village Manager are:

- Creation of a 10-year capital improvement plan to address the aging and deteriorating infrastructure and the funding to complete the necessary projects.
- Completion of a Comprehensive Land Use Plan and Zoning Code update.
- A continued focus on Code Enforcement and neighborhood stabilization.

The starting salary range is negotiable and based on qualifications and experience, previous manager started at \$105,000.00. This position includes state retirement (OPERS) pension, health insurance (medical, dental, vision), and paid time off (vacation, sick, personal, holidays).

Interested parties should submit a resume and cover letter to Mrs. Shannon Bemis, Acting Village Manager, 198 South Clayton Road, New Lebanon, Ohio 45345. Applications will be accepted until the position is filled. For questions or additional information please call (937) 687-1341 or send an email to sbemis@newlebanonoh.org.