

INVITING APPLICANTS FOR THE POSITION OF:

ASSISTANT CITY MANAGER



WEST
CARROLLTON



Open until filled
First Review of Applicants:
August 5, 2024

More information:
www.westcarrollton.org/jobs
937-847-4634

POSITION OVERVIEW

West Carrollton is seeking a dynamic and experienced leader to serve as Assistant City Manager. The Assistant City Manager will lead the organization's economic development efforts, manage special projects and oversee its human resources functions. The successful candidate will have significant experience and in-depth knowledge of economic development, community revitalization, planning, real estate strategies, and human resources. The ideal candidate will be a problem solver who can see the big picture and collaborate with the City Manager in accomplishing City goals and objectives.

Visit www.westcarrollton.org/jobs to view the complete position description.



EXPERIENCE AND EDUCATION

The successful candidate will have a bachelor's degree, master's degree preferred, from an accredited college or university in public administration, planning, financial administration, business administration, law, engineering, or related field; supplemented by a minimum of five years of related experience; or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

COMPENSATION

The salary range for this position is \$3,709.19 - \$4,740.50 bi-weekly, and contingent upon the candidate's related experience, skills, education, knowledge and abilities. The City of West Carrollton offers extensive benefits including medical, dental, and vision insurance, paid life insurance, vacation leave, sick leave, personal leave, paid holidays, deferred compensation, participation in the Ohio Public Employees Retirement System (OPERS), and more.

HOW TO APPLY:

Please submit a resume and cover letter via email to hr@westcarrollton.org. This position is open until filled, with a first review of applications beginning on or about **August 5, 2024**. The City of West Carrollton is an equal opportunity employer. Submissions in response to this recruitment are subject to release and disclosure under the Ohio Public Records Act.