



# CITY OF KETTERING



## Assistant City Manager Recruitment

2024

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# The Position

Kettering is seeking a high performing leader, with a diverse background, who can help the City realize its economic and community development objectives. The successful candidate will have significant experience in leading teams and in-depth knowledge of economic development, planning, real estate and community revitalization strategies. Practical, working knowledge, and a proven track record of using a wide array of economic development financing tools is expected. The ability to lead a multi-disciplinary team to shape redevelopment plans for targeted areas of the City is essential.

The Assistant City Manager is responsible for providing complex administrative leadership within a dynamic, customer

service focused local government through implementation of the City's policy priorities. Kettering's hometown character with high quality municipal government services provides for an outstanding professional opportunity.

The Assistant City Manager provides overall direction and supervision to designated departments that may include Planning and Development, Economic Development, Senior Services and Volunteer Administration. The Assistant City Manager has four direct reports. This newly-created position is responsible for approximately 24 full-time employees and \$6.3 million expenditure authority.



# The Community

Kettering, Ohio, is an innovative city known for its outstanding amenities. Kettering is home to beautiful neighborhoods and green spaces, as well as flourishing businesses. Approximately 18.7 square miles and home to 57,862 people, Kettering is the second-largest city in Montgomery County and perfectly situated near metropolitan Dayton. Residents enjoy world-class performers at Kettering's very own Frazee Pavilion each summer, along with 21 parks and countless events throughout the year.

Kettering is also well known for its quality school system. Recognized with an "Excellent with Distinction" rating, Kettering schools provide a diverse range of academic and extracurricular opportunities. The City collaborates with Kettering City Schools to address potential issues and create partnerships to enhance the quality of life for Kettering youth.

Kettering's success reflects the cooperative efforts of private citizens, civic leaders, government officials and business representatives. Such widespread commitment to the community ensures that Kettering will remain one of the most desirable suburbs to call home.

The City of Kettering does all that it can to bolster local economic development by fostering redevelopment projects. The Kettering

Business Park is a prime example as City officials transformed a dated military base into a beautiful, innovative business park complete with modern communications, utilities and new roadways. Miami Valley Research Park and Governor's Place are also shining examples of the City's ingenuity and desire to offer exceptional opportunities for new and existing businesses. Kettering's diverse and sound economic base provides the foundation for the present and future stability of the City. The City's continued economic vitality is the result of quality development, strategic planning and aggressive efforts to attract and retain high-quality commercial development.

Kettering offers a successful mixture of commerce and residential development; and, in many instances, the two work in tandem to create a vibrant community. Businesses range from small locally owned shops and award-winning restaurants to corporations such as Kettering Health, Amazon, Kodak and Reynolds and Reynolds.

Kettering is also home to a number of progressive companies including Solvita Tissue Center, Life Connection of Ohio and Alternate Health Solutions. Nearby Wright-Patterson Air Force Base employs approximately 31,000 professionals, making it one of the largest U.S. Air Force bases in the country and the region's leading employer.



# The Community *(continued)*

Kettering's Capital Improvement Plan establishes a fiscally sound plan for the City's future investment in capital infrastructure and provides financial guidelines that identify available revenue sources, debt capacity and policy for projecting revenues and designating reserves to be maintained. Kettering's fiscally sound stewardship has earned the City the highest distinctions, as well as the confidence from our residents and property owners.

Kettering offers exceptional core services to its residents, business owners and patrons. Quality of life is important to the citizens, and Kettering's Public Safety, Public Service, as well as Parks, Recreation and Cultural Arts cater to the changing needs of the community.

The City of Kettering is also known as the "City of Volunteers". The City utilizes more than 500 volunteers who serve the City in nationally recognized programs such as "Cities of Service" and "Make a Difference Day".

The City has experienced the recent loss of three significant employers. The pandemic accelerated working from home and two large inbound customer service call centers closed. Additionally, an auto parts manufacturer ceased operations in Kettering. These three employers represented approximately 3,400 jobs.

Despite these challenges, Kettering remains financially healthy, and has incredible opportunities for redevelopment. Capable developers own the former auto parts manufacturing site, with over 1 million square feet of manufacturing space and room for expansion. The City has the opportunity to partner with the owner to re-position the site, take advantage of Ohio's manufacturing resurgence, and attract new jobs. Solvita, formerly Community Tissue Services, has purchased a building that previously housed a financial services call center, positioning itself for continued growth as part of a burgeoning life sciences cluster in Kettering. The new Assistant City Manager will be expected to leverage these and other opportunities and help attract employment to Kettering.

The City owns properties in the Miami Valley Research Park, Kettering Business Park, and along the Wilmington Pike commercial

corridor. The new Assistant City Manager will lead efforts to envision the future and foster investment in each of these areas, partnering with a talented internal team and the not-for-profit Kettering Development Corporation.

The City is eager to examine its Comprehensive Land Use Plan, zoning code and economic development incentives to help accomplish the planning, economic development, and community building goals of its new Strategic Plan. Guiding this effort, with an eye towards redevelopment, will be a key focus of this new position.

The new Assistant City Manager will oversee efforts to address the varied needs of Kettering's citizens. Strategies to encourage neighborhood reinvestment and address housing needs are a priority. The City manages a wide array of community development programs, including the use of federal Community Development Block Grant (CDBG) entitlement funds. Additionally, the City supports the needs of our seniors through a Senior Services Coordinator. Developing a cohesive strategy, collaborating with local and regional partners, and ensuring the effective use of state, federal and other grant funds to meet the most pressing needs is a critical component of this leadership role.



## Key Facts

Source: U.S. Census Bureau ([census.gov](https://www.census.gov))

**Population:**  
57,862

**Total Area:**  
18.72 sq mi

**Businesses:**  
1,005

**Median Household Income:**  
\$69,818

**Median Value of owner-occupied housing units:**  
\$174,300

# The Organization

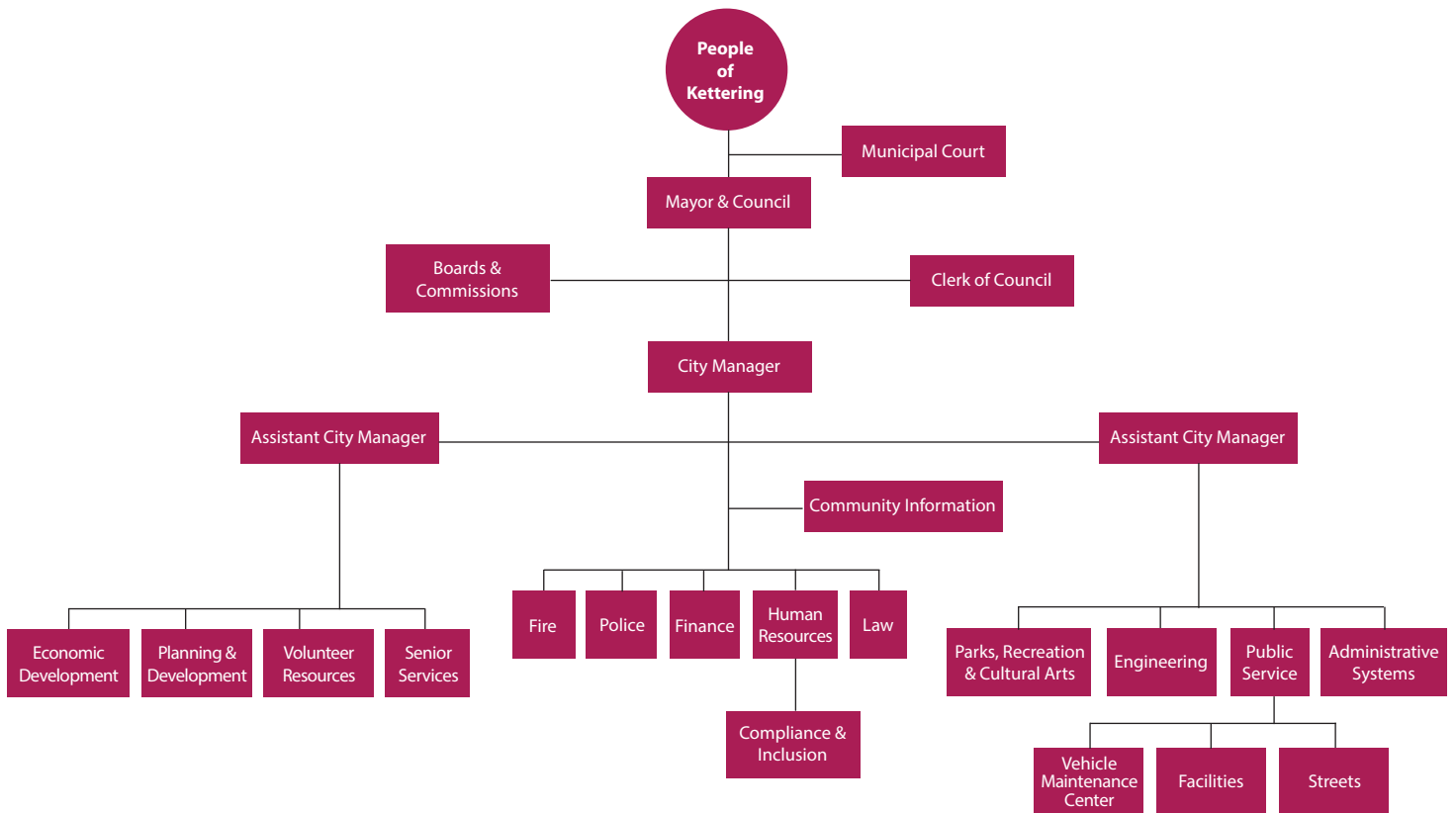
The City of Kettering operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional City Manager. Seven Council representatives are elected to four-year terms on a non-partisan basis, one from each of the four districts and two at-large and the Mayor who serves at-large. Kettering's government is known for its stability. The City's seventh city manager was appointed in 2023, replacing the former who held the position for 16 years.

In 2024, the City's operating budget is \$85.9 million, and the organization has approximately 420 full-time employees. The City provides a wide range of municipal government services to its residents, including public safety (police and fire), street

maintenance, parks maintenance, recreation, cultural arts, public improvements, general administrative services and community development.

The revised organizational structure will distribute department oversight between two Assistant City Managers (one incumbent and one new) and the City Manager with the goal of increasing managerial capacity, having diverse expertise and bringing enhanced focus and a highly collaborative approach to strategic programs and goals.

The final alignment of departments will be determined based on the selected applicant's background and expertise and how it balances with those of the current City Manager and Assistant City Manager. The tentative organizational chart is as follows:



## The City Manager's Office

The City Manager's Office consists of the City Manager, two Assistant City Managers (one incumbent and one new candidate being hired through this recruitment), the Economic Development Manager, the Community Information Manager, a Management Assistant and the Clerk of Council (seven full-time employees). The City Manager's Office provides overall guidance to all staff to implement the City Council's policies identified in the Kettering City Charter, the City's Strategic Plan, Codified Ordinances and Administrative Policies and Procedures. The City Manager's Office staff exemplifies high customer service standards in all its interactions with the community and its constituents.

# The Ideal Candidate

The City of Kettering is seeking an experienced and seasoned leader who instills trust and confidence. The Assistant City Manager is a team player and provides City leadership with thoughtful, accurate and timely information and recommendations.

The successful candidate is a problem-solver who sees the big picture, identifies creative solutions, and demonstrates sound judgment and decision-making skills. The Assistant City Manager manages multiple projects and deadlines, is detail oriented, technically savvy and demonstrates political acumen. The Assistant City Manager will also effectively oversee multiple departments while providing senior level support to the City Manager.

The Assistant City Manager fully appreciates Kettering's rich history and is focused on moving the organization forward. This individual understands the importance of preserving the community's culture and identity and recognizes the importance of balancing Kettering's varied perspectives in order to accomplish City Council's priorities.

The successful candidate is an experienced professional who leads a

team of accomplished staff and is fully invested in their continued success and development. The ideal candidate encourages creative thinking and provides staff with support, direction and feedback while building strong relationships across the organization.

The model candidate is a strong communicator who can successfully engage with varied audiences and is resilient and calm in the face of controversy. This individual has experience in community outreach and civic engagement and understands the importance of not only providing the public with accurate and timely information, but in being accessible, responsive and transparent.

The Assistant City Manager will provide key leadership in implementing the new community-based Strategic Plan. The Assistant City Manager will oversee and provide guidance in updating the City's Comprehensive Land Use Plan with a heavy emphasis on public investment and redevelopment. The Assistant City Manager must be a creative problem solver in overseeing housing stock maintenance and neighborhood revitalization strategies, as well as aggressively pursue new opportunities.

The candidate must have excellent knowledge of contemporary principles and regulations pertaining to public administration as applied to municipal governments; the ability to individually develop complex plans and coordinate their implementation in a broad range of projects, functions and activities associated with City government; a good working knowledge of business practices, financial management and analysis, as well as economic development, planning, research, analysis, presentation, communications, employee and public relations skills; the ability to effectively represent the City at local, state and federal levels with proven positive public relations and media interaction, as well as communicate and work effectively with numerous community groups, individuals, organizations, citizens and other public officials and staff. Strong leadership, management, organizational skills and superior oral and written communications skills are a must. Managerial maturity, self-confidence and the ability to assist the City Manager in a leadership role to accomplish City goals must be clearly demonstrated.

## Experience and Education

A bachelor's degree from an accredited college or university in planning, public administration, financial administration, business administration, law, engineering or a related field is required; with five or more years of related experience. An advanced degree in a related field is preferred or may be required to be obtained.

## Compensation

Salary range for this position is negotiable up to \$184,454/year and contingent upon the candidate's related experience, skills, education, knowledge and abilities. Extensive benefits include medical, dental insurance, life insurance, vacation leave, sick leave, vehicle allowance, educational assistance, deferred compensation, Employee Assistance Program and participation in the Ohio Public Employees Retirement System.

## How to Apply

Please use the City's online application portal at [www.ketteringoh.org/jobs](http://www.ketteringoh.org/jobs) to complete an application and submit a resumé and cover letter. This position will remain open until filled with a first review of submissions beginning on or about **February 19, 2024**. Candidates are encouraged to visit [www.ketteringoh.org](http://www.ketteringoh.org) for more detailed information about the City.



**THE CITY OF KETTERING IS AN EQUAL OPPORTUNITY EMPLOYER**

*Submissions in response to this recruitment are subject to release and disclosure to the media and general public under the Ohio Public Records Act.*