



Inviting Applications for :
Township Administrator

INTRODUCTION

Etna Township, Licking County, Ohio is seeking a highly competent, well qualified local government leader with the energy, passion, and experience to serve as Township Administrator. Etna Township, situated in the southwest corner of Licking County, is at the epicenter of Ohio's most rapid growth area, Central Ohio. The Township's population of 18,897 is searching for an exceptionally skilled and qualified local government professional with energy, enthusiasm, and proven experience to effectively serve as Township Administrator. The town of Carthage, since called Etna, was established in 1832. The Township operates as a statutory local government under the Ohio Revised Code. Etna Township is a service-oriented community. The Administrator position for this Township is an exciting prospect for a local government professional who desires a ground floor opportunity to help guide, build, and administer a growing local government and organization into the future. The new Administrator will embrace community engagement, nurture collaborative partnerships, build the Township's organizational capacity, and advance the Township's economic vibrancy and fiscal health into the foreseeable future.



THE COMMUNITY

Etna Township is located in the rapidly growing Central Ohio metro area, immediately east of Ohio's capitol city of Columbus. The Township was founded along the old National Road (US 40) and sits strategically along the I-70 corridor with an interchange within its boundaries and I-270 nearby. Etna Township is within 10 miles immediately south of Intel's \$28 billion leading edge chip factory currently under construction. The Township offers easy access to downtown Columbus, Easton Town Center, and is 17 miles or a 20-minute drive to the John Glenn International Airport.



Etna Township is 23.3 square miles. The Township is bordered by the City of Reynoldsburg to the west, Village of Kirkersville to the east, City of Pataskala to the north, and City of Pickerington to the south. Public education within and/or immediately adjacent to the Township is provided by Southwest Licking Schools, Licking Heights Schools, and C-TEC Licking County. The Township is conveniently located near the region's 16 universities and colleges, such as The Ohio State University, Columbus State Community College, Franklin University, Otterbein University, Dennison University, Ohio University, and Central Ohio Technical College and various nearby branch campuses.

The Township's population is 18,897, which includes portions of incorporated City of Reynoldsburg, with 6,682 households. The township experienced a population growth of 69% since 2000 and a 15% population growth since 2010. The median home value is \$252,500. 92.9% of residents have a high school education while 36.5% of residents have a bachelor's degree or higher. (Source US Census) The community's residents are industrious, with numerous families spanning multiple generations calling the Township home.

Etna Township has High Point Park and recently purchased over 100 acres for the development of a future park. The Township is only minutes from the expansive metro parks system and the many amenities of Central Ohio. The Township provides such events as movie nights and fireworks. Only 20 miles away are the Newark Earthworks, one of many Hopewell Ceremonial Earthworks built by American Indians 2,000 years ago. In 2023, these same Hopewell Ceremonial Earthworks were inscribed on the World Heritage List. This designation is expected to attract thousands of visitors a year to the area.

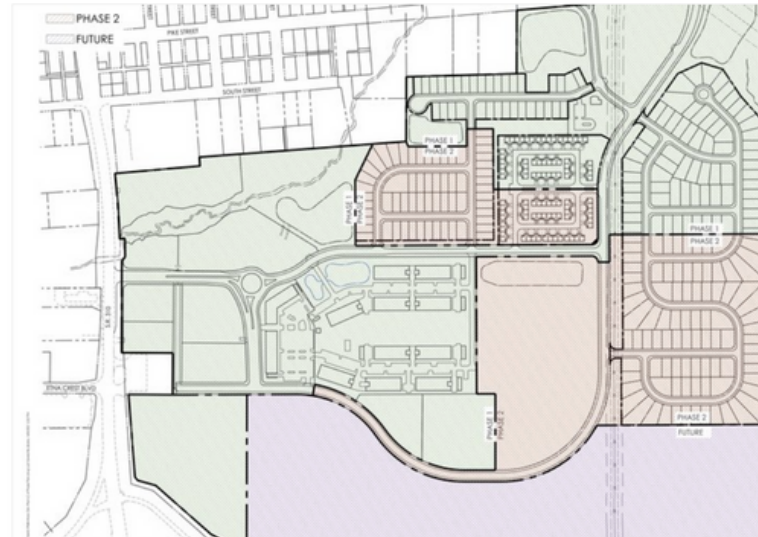


THE ORGANIZATION

The Township's total annual budget is approximately \$10 million, spread across a variety of operating funds. The Township is fiscally healthy and presently has a reserve of \$7 million.

There are a total of 8 full-time employees who serve the residents of the Township. Positions within the Township's organization are primarily administrative, zoning, road, storm water/sewer, and grounds maintenance. The Township has several strategic partnerships providing key services to the community. These include emergency services provided by the Licking County Sheriff's Office, and the West Licking Fire Department. Southwest Licking Community Water & Sewer, Explore Licking County, Pataskala Chamber of Commerce, and Licking County Recycling also serve township residents and businesses.

The Township Administrator supervises all operations of the Township except Finance and reports directly to the three-member Board of Trustees, the elected officials who set the overall direction and policy for the Township. The elected Fiscal Officer of the Township is responsible for managing all financial operations of the Township and collaborates with the Administrator for the effective and efficient management of fiscal resources.



ECONOMIC DEVELOPMENT

Economic development will continue to be a high priority while also preserving Etna Township's rural character and landscape. However, Etna Township has seen rapid housing and commercial development with many opportunities in its future. The Township is currently undergoing a comprehensive plan update, its second-generation comprehensive plan. The Township expects continued growth, but desires to diversify and balance its economic and housing portfolios. The Township has become a logistics hub with distribution centers like Amazon, Uline, and many others. The Township has already set conditions for transformative project such as a 220-acre, \$400 million mixed-use project at the northeast corner of the I-70 and Rt. 310 interchange. Such opportunities could further diversify the economic base and be fueled by the construction of the Intel's chip factory, projected rapid growth of the region, and the economic development tools the Township leverages.





CHALLENGES FOR THE NEXT ADMINISTRATOR

Interviews with the Trustees and key stakeholders have identified challenges and/or expectations that will need to be addressed by the new Administrator.

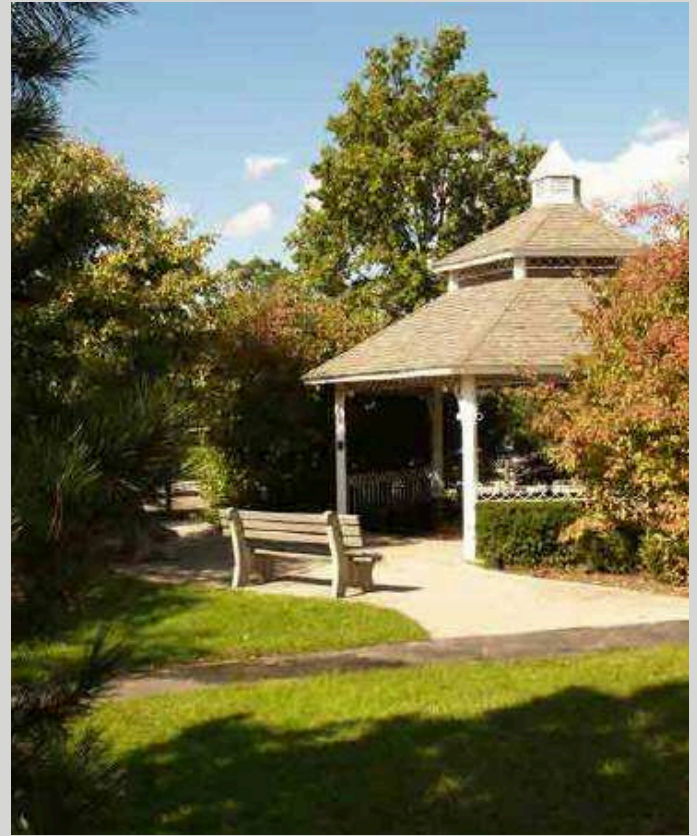
- 1 Unified Direction** – The new Administrator will need to play a key role in building consensus with elected leadership and the community toward a unified direction. The Township is working on its next generation comprehensive plan. The new Administrator will need to ensure the plan is finalized and move the plan's adopted recommendations forward, while navigating new initiatives and opportunities as they arise. The new Administrator will need to contribute to an environment of stability and earning the public's trust as a professional local government.
- 2 Partnerships** – The Township has several service-related and strategic partnerships. The new Administrator will need to be outwardly engaging to build and maintain positive relationships with the Township's key partners.
- 3 Growth** – Pressure for business/commercial development and growth will persist. The new Administrator will need to hear the community and balance their intentions with opportunities that may be beneficial to the Township as it relates to economic, housing, and fiscal impacts. With growth will come increased demand for infrastructure, services, and amenities. The new Administrator will need to anticipate and prepare to meet these demands.
- 4 Organization** – The Township as an organization needs policies, systems, and personnel. The new Administrator will need to quickly assess the needs, prioritize, and seek the support of Trustees to address these concerns.
- 5 Fiscal Health** – The Township will have many competing demands for its resources. The new Administrator will need to balance conservative spending with the increasing demands of residents and the need to respond to economic development. While the Township is fiscally healthy, leveraging outside funding sources, partners, and economic development tools are acceptable and necessary practices. The new Administrator will play a pivotal role in engaging the public and elected leadership to formulate and present the necessary budgets for the Township.
- 6 Infrastructure** – The Township faces both the need and opportunity to improve existing infrastructure while leveraging opportunities for expansion of certain economic corridors with both private and outside public sources. A significant list of needed infrastructure improvements in its transportation network, stormwater systems, pedestrian ways, parks, and related systems are known and future needs are being identified as part of the comprehensive community plan process.

THE IDEAL CANDIDATE...

- Possess a collaborative leadership style to strengthen community ties among the Township elected leaders, staff, its citizenry, business community, and partners.
- Possess strong administrative and organizational skills.
- Be extremely knowledgeable of common economic development practices including incentive opportunities and tools for townships.
- Possess the ability to forecast, budget, and plan for the needs of the community and the capability to effectively articulate the mission and vision of the Township internally and externally.
- Demonstrate a proactive approach to issues and challenges and keep Trustees informed.
- Maintain the highest level of professionalism in demeanor, conduct, and appearance and have the capacity to hold others accountable to the same expectations and standards.
- Be able to introduce innovation and creativity into operations and be an engaged, solutions-oriented community leader.
- Will have ideally earned a minimum of a bachelor's degree in a related field of study from a fully accredited institution of higher learning and have demonstrated at least 7 years of progressively responsible experience in local government administration. A master's degree or other advanced training or certification is desired.
- Understand the unique and dynamic needs of a socially, economically, and culturally diverse community.

COMPENSATION AND BENEFITS

Salary and benefits for this position shall be commensurate with the skills, abilities, qualifications, and experience of the successful candidate including a highly competitive fringe benefit offering. The expected pay range for this position is \$115,000–\$130,000.



Management Advisory Group LLC

Trusted Advisors to Local Government

HOW TO APPLY

Interested candidates for this outstanding career opportunity should submit a cover letter and detailed resume to:

Dana L. McDaniel - Partner

Management Advisory Group, LLC
P. O. Box 1915 Westerville, OH 43086
614-206-3311

kstuhlemmer@themanagementadvisorygroup.com

Electronic submittal/correspondence is preferred.

Cover Letters and resumes are encouraged to be submitted by **5pm on June 14, 2024**, to be given the utmost consideration, although applications will be accepted until the position is filled.

Etna Township, Ohio is an Equal Opportunity Employer.