



Hamilton County
Board of County Commissioners'
Core Values

- Service Excellence
- Stewardship and Integrity
- Teamwork and Collaboration
- Leadership and Professionalism
- Innovation and Continuous Improvement

County Administrator (974-02)

Hamilton County: An Exciting Opportunity

Hamilton County offers an outstanding opportunity for an innovative leader who is committed to working strategically and creatively to have a positive impact on how Hamilton County government serves this thriving mid-west community.

Hamilton County government has been recognized nationally for the quality of its financial and capital management, human resources, information technology, professionalism, and for managing for results. The Board of County Commissioners seeks to build on this strong foundation by hiring a County Administrator who will continue with and enhance current initiatives, envision and implement changes that strengthen the success of the organization, and address current challenges in a manner that ensures Hamilton County is a premiere location for residents, businesses, and all constituents.

Opportunities and challenges which the County Administrator will address to create successful outcomes include:

- Issues arising from Hamilton County and the City of Cincinnati's relationship concerning the Metropolitan Sewer District and the pending expiration of the 1968 operating agreement;
- Need for economic development and redevelopment;
- Long-term Finance issues relative to reduced local government funding from the State, the instability of revenue, the sales tax levy associated with the construction of the County sports stadiums, and the need to be sensitive to the tax burden placed on County residents;
- The provision of mandated, essential services at high levels of excellence, despite budget constraints and funding challenges;
- Collaboration with Hamilton County appointing authorities and leaders regarding the distribution of limited funds and their cooperation in operating with allocated amounts;
- Workforce recruitment, retention, and morale in a climate where neighboring jurisdictions compensate more

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- Service Excellence

- We cultivate strong engagement and cooperation with all stakeholders, including constituents, customers, community partners, and all of our co-workers within Hamilton County government.
- We strive to understand and proactively meet our stakeholders' needs.
- We provide prompt, responsive service in a manner that's informative, helpful, respectful, and courteous.
- We produce work products that are of the highest quality, ensuring efficiency, accuracy and clarity.

competitively for public employment positions.

Hamilton County Government

Hamilton County government is committed to its mission of delivering the highest quality services to the citizens in the most cost-effective manner.

Hamilton County government responds to the needs of its citizens through a cooperative effort of elected officials, appointed staff, employees and citizen members of volunteer boards. Responsibility for county government is shared by the Ohio General Assembly, which has legislative power, the county courts, which have judicial powers, and a three person Board of County Commissioners and eight other elected county officials (Auditor, Clerk of Courts, Coroner, Engineer, Prosecutor, Recorder, Sheriff and Treasurer) who have administrative powers. These administrative officials are all elected by the voters of the entire County for four-year terms. The three Commissioners are of equal rank. They elect their own president and vice president and their terms are staggered. The other elected officials function as independent administrative heads of their respective departments. Their salaries are set by act of the Ohio General Assembly.

The current Board of County Commissioners is composed of:

Commissioner Chris Monzel, President
Commissioner Dennis Deters, Vice President
Commissioner Todd Portune

The total 2016 general fund budget for the Hamilton County Board of County Commissioners is \$207.1 million. Hamilton County has a total of 4,500 employees. There are 1,874 employees under the direction of the Board of County Commissioners. The Board of County Commissioners has collective bargaining agreements in place with five labor unions, covering a total of 1,120 County employees.

For additional information on Hamilton County Government, please see www.hamilton-co.org.

Hamilton County
Board of County Commissioners'
Core Values

- **Stewardship and Integrity**
 - We use resources efficiently and effectively to be good stewards for Hamilton County.
 - We uphold the highest ethical standards.
 - We build and maintain trust by demonstrating fiscal responsibility, transparency, and accountability.
 - We demonstrate fairness and honesty in all of our decisions and actions.

The County Administrator Position

The County Administrator position is of critical importance to Hamilton County's success. The County Administrator manages many County departments and functions and must work effectively with those in County organizations that are not directly managed by the position.

In 1963, the Board of County Commissioners created the appointive office of County Administrator, authorized by the Ohio Revised Code. Section 305-29 of the Code describes the County Administrator as the "administrative head of the County under the direction and supervision of the Board." The statutory duties of the County Administrator include assisting in the administration, enforcement and execution of Board policies and preparation of the County budget. In 1983, the Board, by resolution, formalized the powers and duties enunciated in the Statute and approved a re-organization of the County Administrator's office which delegated a significant part of the administrative responsibilities of County government over which the Commissioners have jurisdiction to the County Administrator.

The County Administrator serves at the pleasure of the Board of County Commissioners and directly supervises professional Department Heads who manage these County Departments: Communication Center; Administration, which includes Budget & Strategic Initiatives, Human Resources, and Purchasing; Environmental Services; County Facilities; Job and Family Services; Stadia and Parking; Metropolitan Sewer District Oversight; Re-Entry; Banks Development; and Planning + Development. The executive leadership team of the County consists of these key Department Directors plus one Assistant County Administrator. The County Administrator communicates frequently with leaders of various County organizations that are not directly supervised by the Board of County Commissioners and/or the County Administrator.

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- Teamwork and Collaboration

- We work as a team, always.
- We build strong, trusting relationships with all stakeholders by being respectful, collaborative, and inclusive, by sharing information transparently, and by communicating effectively.
- We leverage each other's knowledge and skills, both internally and externally; we rely on each other's strengths to enhance the success of all initiatives.
- We actively seek and consider others' concerns and ideas; we value everyone's input, we consider different views, and we advocate for the best solutions.

Candidate Profile

The Board of County Commissioners seeks a visionary leader who has a strong track record of exemplifying the Commissioners' Core Values. The Hamilton County Administrator must develop strong working relationships with all stakeholders, understand complex issues, and use innovative strategies to develop and implement initiatives that provide measurable, effective results. The successful candidate will have the strong leadership, and management skills essential for managing a large, complex organization and will approach all initiatives with an understanding that service excellence is an essential component of all that Hamilton County government achieves. The new County Administrator will be skilled at delegating and holding others accountable for desired results. The County Administrator must be a highly effective steward of public dollars, demonstrating exceptional strength and acumen in managing the County's finances.

The successful candidate will excel with focusing on the County's highest priorities, developing and instituting performance measures, and working with County leaders to ensure achievement and success in those critical areas. Sensitivity to and an ability to address factors that contribute to success, such as staff development, innovative use of technology, and the organization of functions so processes and services are provided efficiently and effectively, will be key. Hamilton County needs a County Administrator who can address those underlying issues to ensure successful attainment of the County's highest priorities.

Problem solving and strategic thinking are critical to the County Administrator's success, and the successful candidate will excel with these skills. The Board seeks a candidate with proven ability to conceptualize and implement creative solutions, with a focus on long-term effectiveness.

Serving effectively in the County Administrator position will require an accessible individual who demonstrates

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- **Leadership and Professionalism**
 - We invest in professional development to provide a highly skilled workforce, and we are leaders within our fields of expertise.
 - We value our team's knowledge and efforts, we provide recognition for good work, and we celebrate our successes.
 - We inspire each other to do our best, to approach challenges positively, and to actively engage in the work that we're doing.

outstanding interpersonal and communication skills. The Board seeks an individual who is a good listener, who can effectively communicate the vision and direction of various initiatives and who can gain commitment from others to work towards achievement of the County's priorities. Therefore, the successful candidate must have strong communication skills, both orally and in writing. Also essential is possession of exemplary interpersonal skills, demonstrated by the ability to gain credibility, trust, and respect of others both internally and in the inter-governmental and business arenas. The County Administrator must build strong working relationships with others and to build consensus when working on issues.

Education and Experience

The County Administrator position requires a Bachelor's Degree in Public Administration, Business Administration, or a related field; and five to seven years' experience as a County Administrator, City Manager, Deputy/Assistant County Administrator, Deputy/Assistant City Manager, or related top leadership experience in a comparably sized, complex public or private sector organization. A Master's of Public Administration, Business Administration, or related field is preferred. Continued professional development through active participation in professional membership associations (such as ICMA and similar state or private sector organizations) is a plus, as is attainment of the ICMA Credentialed Public Manager.

Compensation

The starting salary for the County Administrator is dependent on the qualifications of the selected candidate. Hamilton County will offer a salary that is market competitive for a top executive of the caliber that the County expects to attract. In addition, the County may provide a relocation allowance and a competitive fringe benefit package to the successful candidate.

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- Innovation and Continuous Improvement

- We strive to recognize the opportunities for improvement that come with change in all of its forms.
- We think proactively and strategically, making improvements at every opportunity.
- We go beyond what's required, relentlessly seeking ways to enhance the organization's efficiency, effectiveness, and levels of service.

How to Apply

Candidates may apply online at:

<http://newton.newtonsoftware.com/career/CareerHome.action?clientId=8a42a12b3c9b1c58013cb639011c1e17>

In accordance with the Ohio Open Records Law, resumes and other application materials may be subject to public disclosure.

Deadline to apply: July 7, 2016

Hamilton County is an Equal Opportunity Employer.

Hamilton County: Home of Numerous World Class Amenities

Hamilton County and Cincinnati comprise a large area adjacent to the Ohio River that is both urban and rural. The City of Cincinnati is a mature city that possesses a number of world class community attributes, such as:

- Cincinnati Arts Center, including the Aronoff Center, Music Hall, and the Western Art Gallery, which host various theater, dance, musical, and arts performances;
- Cincinnati Opera, Cincinnati Symphony, and Cincinnati Ballet;
- National sports teams, including the Cincinnati Bengals and the Cincinnati Reds;
- Award-winning Cincinnati Zoo and Botanical Garden, rated the number one attraction in Cincinnati for its award-winning exhibits, one of the top five best zoos on the nation, and one of the top ten best zoos for kids;
- Cincinnati Museum Center, home of the Natural History Museum, the Cincinnati Historical Society, the Children's Museum, and the Omnimax Theatre;
- Eden Park and Krohn Conservatory, a nationally recognized showcase of more than 3,500 plant species from all over the world;
- Great Parks of Hamilton County, which preserves and protects natural resources and provides outdoor recreation and education, and the Cincinnati Parks;
- National Underground Railroad Freedom Center, which offers lessons and reflections on the struggle for freedom;
- Public Library of Cincinnati and Hamilton County, consisting of the Main Library and 41 branches, this library system is regarded as one of the best in the country, ranking among the top ten circulating libraries in the United States.
- Colleges and Universities, including the University of Cincinnati and Xavier University.