



Mayor
Trent Conaway

Council Members
Linda May
Thomas Povenski
Jessica Rocco
Harry "Lenny" Glaven
Timothy Blythe

Position Title: Village Manager
Department: Administration
Reports To: Village Council
Salary: \$95,000
FLSA Status: Exempt
Location: East Palestine, Ohio

Position Summary:

The Village Manager is the chief executive officer of East Palestine, responsible for the day-to-day administration of all Village operations and implementation of policies set by the Village Council. This position requires an experienced and highly motivated individual who can effectively lead, manage, and collaborate with staff, residents, and other stakeholders to maintain and improve the quality of life for the community. The Village Manager will ensure the efficient functioning of the Village government and will represent the interests of East Palestine to external organizations and agencies.

Key Responsibilities:

1. Leadership & Management:

- Oversee the administration of all Village departments, including public safety, public works, finance, parks and recreation, and planning.
- Supervise and evaluate department heads and staff, ensuring a high level of performance and professionalism.
- Provide clear direction and leadership to staff, fostering a positive and accountable organizational culture.
- Develop and implement operational policies, procedures, and best practices in alignment with the Village's goals and objectives.

2. Budget & Financial Management:

- Prepare and administer the Village's annual budget in collaboration with the Village Council and department heads.
- Monitor and manage Village expenditures to ensure financial stability and sustainability.
- Recommend and implement cost-saving measures while maintaining service levels

- Provide regular financial reports to the Village Council and make recommendations for fiscal improvements.

3. Policy Implementation & Communication:

- Advise and assist the Village Council in the development of policies, goals, and long-term plans for the community.
- Ensure the effective implementation of Village policies, ordinances, and initiatives.
- Act as a liaison between the Village Council, residents, businesses, and other local government entities.
- Communicate Village initiatives, programs, and services to the public through various media channels.

4. Community Relations:

- Build and maintain positive relationships with residents, businesses, and other stakeholders in East Palestine.
- Address and respond to community concerns and complaints in a timely and professional manner.
- Promote community engagement and involvement in Village programs and services.
- Serve as the Village's representative in regional and state-level collaborations, meetings, and events.

5. Economic Development:

- Support and implement economic development initiatives to encourage business growth and investment within East Palestine.
- Work with the East Palestine Economic Development Committee and other local partners to identify opportunities for revitalization and development.
- Pursue grant opportunities and other funding sources to support Village projects and programs.

6. Regulatory Compliance & Risk Management:

- Ensure compliance with local, state, and federal laws, regulations, and mandates affecting the Village.
- Oversee the administration of risk management programs to minimize the Village's liability and protect its assets.

- Monitor and address issues related to public safety, health, and welfare in coordination with the Police and Fire Departments.

7. Strategic Planning & Long-Term Vision:

- Develop and implement short- and long-term strategic plans for Village growth and development.
- Work with the Village Council to identify key priorities and establish a vision for the future of East Palestine.
- Coordinate capital improvement projects and other significant initiatives to enhance Village infrastructure and services.

Required Qualifications:

- Bachelor's degree in Public Administration, Business Administration, or a related field (Master's preferred).
- At least 5 years of progressive experience in local government management, including supervisory and budgetary responsibilities.
- Strong knowledge of municipal government operations, including finance, personnel management, and public policy.
- Exceptional leadership, communication, and interpersonal skills.
- Ability to collaborate effectively with elected officials, staff, and the public.
- Experience in economic development and managing municipal capital improvement projects.
- Knowledge of Ohio state laws, regulations, and municipal governance practices.
- A proven track record of strategic planning, problem-solving, and crisis management.

Desired Skills:

- Familiarity with the needs and challenges of small, rural communities.
- Strong public speaking and presentation skills.
- Ability to think critically and make decisions in a timely and efficient manner.
- Ability to work under pressure and manage multiple priorities simultaneously.
- Proficiency with local government software and tools (e.g., budget management, project management, etc.).

Working Conditions:

- Full-time, exempt position.
- Availability for evening meetings and occasional weekend work.
- Office hours typically :00 AM to 4:00 PM, Monday through Friday, with flexibility as needed for community events, meetings, or emergencies.
- Occasional travel for professional development, meetings, or conferences.

To Apply:

Interested candidates should submit a cover letter and resume by Friday, December 6th at 12pm to m.martin@eastpalestine-oh.gov by email or mail / drop off at the East Palestine Municipal Building -

East Palestine Municipal Office

P.O. Box 231

85 N. Market Street

East Palestine, OH 44413

The Village of East Palestine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, or protected veteran status.