



# RECRUITMENT PROFILE

## for the position of CITY ADMINISTRATOR

### City of Pataskala, Ohio

## HISTORY & COMMUNITY

Pataskala, and Licking County, in general, were the sites of many Indian mounds built by the Hopewell Indians, as well as other Indian settlements. Influences of its Indian heritage remain in southwest Licking County. “Pataskala” was the name that the Indians gave to what we now call the Licking River. The first settlers came to heavi-

ly-forested Pataskala in the early 1800’s. By the 1850’s, Pataskala opened a U.S. Post office and a train depot serving the Central Ohio Railroad that connected Newark and Columbus. Pataskala was officially incorporated as a village in 1891.

The Village of Pataskala and the surrounding Lima Township remained quiet, pastoral rural farming communities up through the 1970’s. Growth pressures from other cities to the west began to introduce change to southwest Licking County in the 1980’s and 1990’s. The Southwest Licking Community Water and Sewer District was formed in 1989, enabling denser housing development. In order to maintain control and independence over their collective destinies, voters approved the merger of the Village of Pataskala and Lima Township in 1996. On January 19, 1997, the Ohio Secretary of State formally declared Pataskala to be of city status.

The city of Pataskala encompasses 28 square miles of territory, and has a current population of approximately 17,175. It has become a unique combination of rural land, subdivisions, farms, farm homes, recreational areas, diversified businesses and small industries.

## ORGANIZATION/STRUCTURE

Pataskala is governed by a Mayor and seven member Council. Four of the Council members represent designated ward districts, with the other three members and Mayor being at-large. The Mayor is directly elected for a 4-year term, with



Council members being elected to overlapping 4-year terms. The city operates under a charter form of government, with the original charter adopted by voters in 1997 with the most recent revisions being approved in 2017. The City Administrator, Law Director and Finance Director are appointed by the Mayor, with Council concurrence, and serve at the pleasure of Council and Mayor.

City-provided services include: Community and Economic Development, Police, Public Service (streets), Utilities (water/sewer), Administration, Parks and Finance. Fire protection services are provided to city residents and businesses by the West Licking Joint Fire District.

The Administrator is the Chief Executive Officer of the city in accordance with the city Charter, and performs high-level administrative, technical and professional work in directing and supervising the administration of city government to achieve the goals of City Council. The Administrator plans, develops, and implements diverse city services to meet policy requirements and address community needs. The position has primary responsibility for the direction and management of city departments (Planning & Zoning, Public Service, Parks, Engineering and Utility Division), boards and commissions, including hiring and directing department directors and other members of the management team, and developing and presenting the annual budget to Council. A complete description of the position and its powers, duties and functions are listed in Sections 5.03 and 5.04 of the city's Charter, and can be found on the city's website (<http://www.cityofpataskalaohio.gov/government/charter/>).

The city's annual budget for FY2020 is \$21.06 million, with \$14.98 million of the total being associated with governmental functions, and the remaining \$6.08 million belonging to the Utility Division. The city currently employs approximately 52 full-time employees, and a number of part-time and seasonal employees. The city currently has three bargain-



ing units: Fraternal Order of Police (Police Officers), Ohio Patrolmen's Benevolent Association (Police Sergeants), and United Steelworkers (Public Service and Utility).

## QUALIFICATIONS

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- Degree from an accredited four-year college or university. A Master's degree in Public Administration or related field is preferred, although a candidate presenting a minimum of 5 years progressively responsible experience in municipal government operations will be considered. Proven, significant generalist executive-level management experience is a must.
- Considerable knowledge of modern policies and practices of Public Administration; working knowledge of municipal finance, human resources, public works, public safety and community development. A strong knowledge base and experience in the creation and implementation of economic development programs, including the establishment of tax incentive arrangements, TIF districts and revenue-sharing agreements.
- Applicants should possess the ability to: prepare and analyze comprehensive reports; carry out assigned projects to their completion within time and resource constraints; to communicate effectively, both verbally and in writing;

establish and maintain effective working relationships with employees, city officials, inter-governmental entities and the public; and efficiently and effectively administer a municipal government.

- The Administrator serves as a unifying force in motivating the city management team and staff, while also developing a strong connection and positive open relationship with City Council and the community. A transparent, collaborative and team oriented management style is an absolute requirement for this position. Proven strong interpersonal skills are essential.
- The ideal candidate for this position will possess desirable professional certifications, such as the ICMA CM (Credentialed Manager) designation, AICP membership, or Certified Public Manager (CPM) recognition.



## COMPENSATION

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The wage range for this position is \$90,000 to \$120,000 (inclusive of residency incentives), depending upon qualifications and experience.

The city provides an excellent benefits package, including: medical, dental, vision and life insurance; ten (10) paid holidays; paid time off; and educational reimbursement.

All non-safety service city employees participate in a statewide pension system, Ohio Public Employee's Retirement System (OPERS). In addition to the

legislatively required 10% employee contributions, the city contributes an additional 14% of eligible wages into the system representing the employer portion of monthly contributions.

## APPLICATION DEADLINE

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The posting will remain open until filled, with the first round of reviews set to begin on February 18.

## APPLICATION PROCESS

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To be considered for this exciting career opportunity, please forward a letter interest (including how you meet the stated qualifications), resume, City of Pataskala Employment Application (available at: <http://www.cityofpataskalaohio.gov/wp-content/uploads/2019/01/City-of-Pataskala-Application-for-employment.pdf>), salary history, and copies of your transcripts documenting your education, together with a minimum of three (3) professional references to the address below. References will not be contacted until mutual interest is established, and should include phone and email contact. Please provide preferable personal daytime and evening phone numbers with your submission.

Please submit your materials electronically (preferred format is PDF) via [khoskin@ci.pataskala.oh.us](mailto:khoskin@ci.pataskala.oh.us). If you have any questions regarding this position, please free to contact the city's Clerk of Council, Kathy Hoskinson at (740) 927-4671.

