




The Village of St. Bernard



The Village of
ST. BERNARD
INVITES YOUR
INTEREST IN THE
POSITION OF
**DIRECTOR OF
PUBLIC SERVICES
& SAFETY**

THE POSITION



St. Bernard is looking for a results-oriented, strategic visionary to address community issues and advance opportunities. The Director of Services and Safety reports directly to the Mayor and has executive level responsibility for the administration of the Police, Fire, Service and Building, Planning and Zoning Departments. This person will bring new ideas and a forward-thinking approach to the organizational and governance structure of the Village. The successful candidate will have a wide range of experience and skills, including an in-depth knowledge of planning, economic development, and community revitalization strategies.

THE COMMUNITY

History

Located in the heart of Hamilton County, Ohio, approximately 6 miles from downtown Cincinnati, St. Bernard has 4,070 people (2020 Census), and a total land area of 1.56 miles.

The Village has a long and distinguished history. A prime location in the Mill Creek Valley and close proximity to Cincinnati allowed St. Bernard to grow rapidly. The Miami and Erie Canal, which passed through the center of the community connected St. Bernard with a national commercial and transportation network in 1827. The railroad followed a couple of decades later and the location of large manufacturers like Andrew Erkenbrecker Starch Works and Procter and Gamble's Ivory Soap put St. Bernard on the map as an industrial power. As good paying jobs multiplied, residential growth boomed, and St. Bernard incorporated as a Village in 1878 and later gained City status in 1912. With growth came stores, theaters, social clubs, churches, schools, and a public library, as St. Bernard flourished and provided high level public services as an independent municipality reaching a population apex of 7,487 in 1930.

Despite numerous challenges during the last 75 years, including urban renewal projects, Interstate 75 construction, population decline and the shifting tides of industry, St. Bernard remains a proud and strong independent community.



THE COMMUNITY (CONT'D)

Location, Location, Location

Saint Bernard is an enclave, surrounded by the City of Cincinnati. Despite its small size, it is blessed with abundant strengths, the most prominent of which is its strategic geographic location in the center of Hamilton County with easy access to three interstate highways and two expressways, making it an ideal location for commercial and industrial development.



The Village is a short commute to downtown Cincinnati, and just two miles from two major universities (the University of Cincinnati and Xavier University). St. Bernard is also just a few miles from the area's premier hospitals and medical facilities, including the region's only academic medical center and Level I adult trauma center (UC Medical Center) and the nation's top ranked Children's Hospital (Cincinnati Children's), which are located in the uptown district. The Greater Cincinnati/Northern Kentucky International Airport is just 25 minutes away. Multiple cultural attractions (the Cincinnati Zoo, the Aronoff Center, and the Cincinnati Museum Center to name a few) are just minutes away as are the region's three major league professional sports teams (Cincinnati Reds, Cincinnati Bengals, and FC Cincinnati).

Geography has also enabled the Village to sustain its strong economic base. Interstate 75 bisects the Village into two distinct districts. The Village's strong industry base, which includes companies such as Proctor and Gamble, J.M Smucker Company, and Sun Chemical is located north and west of the Interstate. The residential and commercial district, which included an award-winning brewery and restaurant (Wiedemann's Brewery and Taproom) is located south and east of Interstate 75.

These locational advantages have positioned the Village to market itself as a destination for both generational legacies and professionals from nearby communities.

THE COMMUNITY (CONT'D)

Engaged Residents and Quality of Life



St. Bernard is an extremely close-knit community which it leverages to maximum value.

It features an engaged citizenry, many of whom come from families who have called the Village home for multiple generations. In recent years, many young professionals, and new families from throughout the region are beginning to uncover the unique charm and amenities of the Village, as well. The compact nature of St. Bernard makes it very safe and walkable, and residents are easily connected to their church, school, park/ recreational facility, library, or commercial establishment.

The Village is home to the St. Bernard-Elmwood Place School District which includes a brand new Elementary and High School located in the Village. St. Bernard is also home to two parochial schools, St. Clement Elementary School, and Roger Bacon High School. There are also three churches, located in the Village.

The Public Library of Cincinnati/Hamilton County has a St. Bernard Branch located in the commercial district and there is also a St. Bernard location of the U.S Postal Service.

The Friars Club, a non-profit social service organization dedicated to serving the needs of Cincinnati's at-risk children through organized sports, education, nutrition, and fitness is located in the Village. St. Bernard also boast several other service and social organizations including the Senior Citizens Club, Women's Club, Historical Society and Fraternal Order of Eagles – St. Bernard Eagles 1162 location.



GOVERNANCE & ORGANIZATION

Current Structure

The Village of St. Bernard is a home-rule incorporated charter form of government. The Village Charter, which was originally adopted in 2003 retained the Mayor-Council structure of government. The Charter also retains much of the statutory model of government as prescribed by the Ohio Revised Code.

The legislative authority is vested in a seven-member Village Council. Village Council is now elected at large to four-year overlapping terms, as a result of a Charter Amendment passed by the electorate in May 2023.

The Mayor is elected to a four-year term and serves as the Executive of the Village. The Mayor has the authority to appoint and remove the Director of Public Service and Safety and the heads of the Police, Fire and Service Departments and the Tax Commissioner, as well as Members to the Planning Commission, Recreation Commission, Civil Service Commission, and a Community Improvement Corporation.

A Director of Law, Auditor, and Treasurer are elected to four-year terms and have the powers and duties accorded to each position as prescribed by the Ohio Revised Code.



Possible Future Structure

The Village has explored further modifications to the Charter, in an effort to move forward with the creation of a Chief Administrative Officer position, as a Village Manager or Municipal Administrator. This position is envisioned to have greater responsibility for the overall day-to-day operations of the Village and provide more direct supervision of the Administrative Staff and Village Department and Section Heads.

This change did not take place in the May 2023 election, as was anticipated. However, it is expected to be revisited in the near future and is one of the driving forces behind the recruitment effort to hire an experienced and trained local government professional as the Village's new Director of Public Services and Safety. This person is expected to be a catalyst, providing day-to-day administrative, strategic planning and economic development leadership and guidance regarding future modifications to the Village Charter in order to achieve long-term sustainability, growth, and development for the Village.

GOVERNANCE & ORGANIZATION

Village Services and Departments

St. Bernard has a long history of providing outstanding services and well-maintained parks, recreational facilities, and community space to its residents. These services are highly valued by Village residents and businesses. The overall day-to-day operations of the Village's Departments are managed by the Director of Public Services and Safety.

In addition to the elected Director of Law, Auditor and Treasurer positions, the Village St. Bernard has the following departments and service delivery functions:

Police

The Police Department is comprised of nineteen sworn full-time Police Officers, including a School Resource Officer and 2 Civilian Administrative employee positions. The staff has diverse backgrounds in law enforcement and a strong sense of pride and dedication to making the Village a safe place to live and raise children and providing outstanding service to the Village business community.

Fire & EMS

The Fire/EMS Department is an all-career full-time, professional department of twenty-one firefighter/paramedics and firefighter/EMTs. In addition to Fire and EMS, the staff is also trained in a number of technical rescues, including rope, trench, and confined space, as well as being trained in Hazardous Materials Technician Level I in order to safely mitigate the variety of emergencies the Village may face.

Service Department

The Service Department is comprised of seventeen employees, under the leadership of a Foreman, who work diligently to keep the streets, parks, Village buildings and facilities, and the general area of the Village clean and well maintained. In addition, the department also provides trash and recycling pick-up twice a week, for residents and businesses in the Village.

Building, Planning, Zoning, Engineering and Code Enforcement

The Building Commissioner directs the operation of the department to ensure the use of all property, plans for building construction and engineering projects conform to Village zoning and building regulations as well as any state and federal regulation. A Building Code Enforcement Officer/Home Improvement Program Inspector is responsible for performing inspections concerning violations of local and state law regarding the presence of health hazards, nuisance violations, unsafe building conditions or land use regulations.

Tax Department

The Tax Commissioner is responsible for administration of the Village tax code and collection of the income tax. The current income rate is 2.1% and is levied on all residents in or receiving income in the Village. The tax also applies to net profits on all businesses located in the Village.

Recreation

The Recreation Department is managed by a Recreation Director and is governed by an 8-Member Recreation Board appointed by the Mayor. The Department manages two sports parks, including the rental of shelters and seven neighborhood parks. In addition, the Department is also responsible for the operation of the Village's Swimming Pool and Pavilion, Dance and Fitness Studio and Community Fitness Center. Coordination of community events and the Fresh Market are also the responsibility of the Recreation Department.

PROJECTS, PRIORITIES, OPPORTUNITIES & CHALLENGES



The Village of St. Bernard is at an exciting, but critical juncture in its history. In order to achieve its overall goal of achieving long-term sustainability and independence through new residential and business growth and development it is crucial that some important upcoming decisions are appropriately made, proper actions are implemented, and results are achieved.

The new Director of Services and Safety will be expected to provide the leadership and coordination to address the following:

- Seizing the opportunity presented by the Village's locational advantages, strong tax base, rising property values, and positive momentum of new professionals and residents moving to the community.
- Helping to Create and reorganize the administrative and executive leadership team, enhancing human resource operations, including policy updates, compliance, and benefits administration, and incorporating a strategic results-oriented budgeting process that includes forecasting and developing short and long-term capital improvement planning and budgeting.
- Bringing new ideas and a forward-thinking approach to the organization and governance structure of the Village. Serving as a catalyst to this by providing consistent day-to-day professional oversight and continuity that fully eliminates the change-adverse mindset and previous practice of filling critical positions through nepotism and political patronage that has existed in the Village.
- Developing a Strategic Village Master Plan that provides short and long-term action steps that address the Village's organizational and governance structure, fiscal/capital improvements and infrastructure, housing, land use planning, economic development, and community revitalization, including: the Central Vine Street District Infill Development/ and former Police Dept Reuse; North Vine Street Commercial District and Shopping Center Reuse; and Industrial District Recruitment and Retention and Ivorydale Property Reuse.



IDEAL CANDIDATE

The new Director of Public Services and Safety for St. Bernard will be a dynamic, visionary, servant leader who can lead staff, craft a big picture vision, build alignment around that vision and turn it into reality. They will strongly desire the opportunity to create a historic new role and administrative and governance structure for the Village by providing professional leadership, coordination and expert advisory direction to the Mayor and other elected officials that ensures the long-term success of the community.

This person will help build the administrative staff and lead the executive team and departments by identifying best practices, utilizing emerging technology and uniting the organization around a shared vision and sense of purpose. The new person will be fiscally responsible and adept at creating a sound financial plan for all capital improvement projects and programs, and department operations.

The new Director of Services and Safety will ensure that the high level of village services is maintained and enhanced. This person will be an innovator who can see the potential in situations and be adept in developing action plans to implement them. They will be constantly looking for ways to ensure new projects and programs enhance the quality of life for Village residents and enhance economic development opportunities for the business community.

This person will engage readily with residents and business leaders and address issues and calls for service, readily and with a high sense of urgency. The new Village Manager will understand the long and rich heritage of the Village and the tight-knit, family-oriented nature of the residents. They will be comfortable engaging with many residents who come from families who have called the Village home for multiple generations, are very engaged and have strong opinions about the future of the community.

The new Director of Services and Safety will be knowledgeable about and able to coordinate efforts to create a Village Master Plan. They will embrace development and redevelopment efforts in the Village that revitalize vacant and blighted buildings and properties into productive uses for business development and high-impact neighborhood commercial and housing projects. They shall be adept at engaging the Village's industrial users and developing strategies regarding recruitment and retention.

The successful candidate will communicate sincerely with the Mayor, Council Members, residents, and business owners, alike. They will have excellent communication skills, keeping the Mayor informed of day-to-day operational concerns and guiding the Mayor and Council through the decision-making process. Knowing when to exercise independent judgment and when to facilitate consensus and having the ability to effectively do both is essential.

This person will understand the importance of building private and public partnerships, have outstanding networking skills, and effectively maximize intergovernmental relationships to leverage Village funds along with federal, state, and local tax and incentive programs to ensure financial strength for St. Bernard. They will develop strong relationships and engage regularly with the business community, educational institutions, and civic organizations to communicate and understand goals and objectives. They will explore mutually beneficial projects and collaborative opportunities with them and the Village.

EDUCATION AND EXPERIENCE

A bachelor's degree in public administration, urban planning, business administration, or related field from an accredited college or university is required. A master's degree is preferred. The successful candidate will have five years of progressively responsible local government or business management and leadership experience as a minimum. ICMA-CM is preferred but not required. Extensive public sector experience, expertise, and skills may be considered as substitute for other preferred qualifications.

IDEAL CANDIDATE

COMPENSATION & BENEFITS

This is a full-time, exempt position, and the salary and final compensation package will be commensurate with the knowledge, skills, and abilities of the selected candidate. A maximum salary of \$130,000 is expected while other components of the compensation package may be negotiable. The Village of St. Bernard offers an excellent benefits program, including vacation, sick leave, paid holidays, medical and dental insurance, participation in the Ohio Public Employees Retirement System (OPERS), and travel and training support.

There is no residency requirement for the new Director of Public Services and Safety.

APPLICATION PROCESS AND DEADLINE

The Director of Public Services and Safety position is open until filled with the first review of candidates taking place on March 15. Candidates are encouraged to apply early. A detailed Community and Position Profile can be found at Sagoraa.com.

To apply, please email in one combined PDF, a cover letter, resume, and five professional references to: mth@sagoraa.com. The Village of St. Bernard will not accept applications or calls of inquiry on the status of this recruitment. All candidate communications will be provided by Strategic Agora Advisors, LLC.

Questions should be directed to: **Michael Hinnenkamp, President, Strategic Agora Advisors LLC, 513-616-1321.** **Faxed or mailed applications will not be accepted.**

