

City Administrator

South Lebanon, OH

City Administrator, South Lebanon, OH (Population 6,793)

The City of South Lebanon, Ohio, is seeking an exceptional leader to serve as its next City Administrator. The current City Administrator is retiring after 10 successful years in the position.

This is a unique opportunity for a visionary professional who thrives on challenge, innovation, and community impact to guide a growing city through its next phase of its history. The next City Administrator will combine strategic vision with hands-on execution and demonstrate exceptional executive administrative leadership capabilities, with proven experience managing infrastructure projects from conception through completion. This person will be adept at navigating planning and zoning complexities while building productive partnerships with developers, ensuring that growth enhances rather than compromises community character.

Founded in 1795, the City of South Lebanon is the oldest town in Warren County, Ohio, and is a northern suburb of the greater Cincinnati metropolitan area.

The City has a rich and vibrant history and is known for its welcoming, friendly, small-town charm. The City has experienced tremendous residential and commercial growth during the past 20 years. The population has increased from just over 2,500 residents in 2004 to nearly 7,000 today. The City is expected to continue to grow and eventually reach a population of approximately 12,000.

South Lebanon is situated in a region that combines the best of suburban/rural country living, major outdoor attractions, and proximity to big city amenities. There is a wide variety of new and established housing development options to choose from, and the City includes a historic “village” center area.

The City of South Lebanon is a home-rule incorporated charter form of government. The Charter, which was adopted in May 2023, established the “Mayor-Council-Administrator Plan” of governance for the City.

The legislative authority of the City is vested in a six-member City Council. City Council Members are elected at-large, to four-year staggered terms. The Mayor is directly elected, to a four-year term, and serves as the chief executive officer of the City, supervising the affairs of the City and appointing, with Council consent, the City Administrator.

The ideal candidate will be very hands-on and comfortable being involved in many different activities of the City and “wearing many different hats”. This person will be an innovative, out-of-the-box thinker who can navigate complex challenges while maintaining a practical focus on measurable outcomes. This individual should possess the rare combination of big-picture thinking and attention to detail that enables effective municipal leadership. The City Administrator role in South Lebanon offers

the unique opportunity to grow in every aspect of management and leadership—from overseeing people and projects to fostering business development and building community connections.

This is a full-time, exempt position, and the salary will be commensurate with the knowledge, skills, and abilities of the selected candidate. The salary range for this position is \$95,784 to \$134,097. The City of South Lebanon offers an excellent benefits program, including vacation, sick leave, paid holidays, medical and dental insurance, participation in the Ohio Public Employees Retirement System (OPERS).

There is no residency requirement for the City Administrator. However, the new Administrator will be expected to be an active and visible participant in community organizations and events.

The City Administrator position is open until filled with the first review of candidates taking place on October 17, 2025. Candidates are encouraged to apply early.

Questions should be directed to **Michael Hinnenkamp, Executive Director of the Ohio Plan at (513) 906-6705. Faxed or mailed applications will not be accepted.** For more information and a full Community/Position Profile Brochure, go to www.ohioplan.com and click on Active Recruitments in the green bar at the top of the page.

To apply, please email in one combined PDF, a cover letter, resume, and five professional references to hr.office@ohioplan.com. The City of South Lebanon will not accept applications or calls of inquiry on the status of this recruitment. All candidate communications will be provided by the Ohio Plan.