

MVCD EXECUTIVE DIRECTOR

Summary: The Millcreek Valley Conservancy District (MVCD) is seeking an Executive Director (ED) to oversee the implementation of its forthcoming assessment process. This initiative is projected to span 36 months, culminating in MVCD obtaining an assessment to meet its operational obligations. Funding for this objective has been secured. The ED role will be structured as a two-third part-time position for the initial six months, transitioning to full-time status for the subsequent 30 months. Compensation includes a competitive salary, contributions to the Ohio Public Employee Retirement System (OPERS), and health benefits. Successful completion of the assessment process may result in the establishment of a permanent full-time position. Qualified candidates should possess experience in leading a local government agency. Preference will be given to candidates who have experience working in the region and particularly working with local governments in Hamilton County, Ohio.

Process:

- Send Resume and letter of interest (4 copies) to
MVCD
C/O Teresa Brandenburg
MSD Wastewater Engineering Building
1600 Gest Street
Cincinnati, OH 45204
- Deadline for submission: March 15, 2026
- Interviews by Special Committee: from March 15 to April 1, 2026
- Recommendation of Special Committee to MVCD Board April, 2026
- Anticipated Work starts: May, 2026

Note: The Special Committee will include representatives of City of Cincinnati, Hamilton County, Advocacy Groups and one MVCD Board Member.

Background: To address persistent challenges related to flooding and water management, the Millcreek Valley Conservancy District (MVCD) was established in direct response to flooding and water quality, particularly following the severe flood event of 1937. Officially started in 1961, the MVCD is established as a Conservancy District, within Hamilton County although the start of the creek is outside the boundaries of the County.

In Ohio, conservancy districts for waterways are primarily regulated under Chapter 6101 of the Ohio Revised Code, also known as the Conservancy Act. This act outlines the purposes, formation, governance, and operation of these districts. Conservancy districts

can be established for various purposes, including flood prevention, stream channel regulation, and water conservation.

MVCD is governed by a board of 3 directors, currently serving without pay (volunteer positions), selected by the Hamilton County Judge for the Conservancy Court, Judge Amy L. Searcy. Judge Searcy is also a judge on the Hamilton County Court of Common Pleas.

The three current Board Members of MVCD are:

- Gérald Checco, President
- Vacant, Vice President
- Jeff Albrinck, Member

MVCD operates without an assessment against benefited properties for its expenses, and has been supported to date by voluntary donations from several of its municipalities. Its primary role since establishment has been to serve as the local sponsor for the federal initiative led by the Army Corps of Engineers (ACE) to address flooding issues. ACE provided funding not only for the channelization of the creek but also for the construction of a barrier dam at the mouth of Mill Creek. In recent years, ACE informed MVCD that its responsibilities along Mill Creek were concluding, transferring the responsibility for maintaining and enhancing the resulting infrastructure to MVCD.

Responsibilities:

- **Managing the Assessment Process**
 - Work with Engineering consultants to define benefits of MVCD
 - Manage other professionals for that task, including Legal Counsel and Financial Consultant
 - Outreach to local Government agencies, advocacy groups and citizens to seek a common vision and consensus on outcome
 - Provide administrative support to the Board of Appraisers
 - Progress report back to funding agencies
- **Organizational Activities**
 - Records review and retention
 - Preparing agendas for meetings
 - Taking notes and creating meeting reports and minutes
 - Responding to requests for information

- Representing the district at public meetings and to the media
- Website refresh/ development
- **On-going administrative duties**
 - Preparing and Managing contracts
 - Monitoring and managing contractors and consultants
 - Reviewing bills for payment, expenses and revenue
 - Preparing budgets
 - Monitoring the budget
 - Managing properties, easements, license agreement and leases and rights of entry
 - Preparing reports to the Board
 - Preparing media materials
 - Conducting public engagement
 - Tracking and managing construction, renovation, and restoration projects
 - Record keeping
 - Obtaining permits
- **Collaborating and communicating with public agencies, civic groups, elected officials, community groups, and the US Army Corps of Engineers**
 - Working with and monitoring the USACE
 - Millcreek Alliance
 - MSDGC
 - SMU
 - Hamilton County
 - Other non-profit and governmental stakeholders
- **Update to the Official Plan**
 - See ORC 6101.39
 - Assist Board in determining whether the current Official Plan is outdated and should be brought up to reflect current District approach including the final

arrangement of the USACE Mill Creek channel project and inclusion of the Barrier Dam and associated floodwall system

- If the MVCD Board determines that changes are needed to the Official Plan, work with legal counsel to prepare those changes and to obtain necessary approvals for the changes
- Create annual report to Conservancy Court