



INVITING APPLICANTS FOR THE POSITION OF:

# CITY MANAGER

PUBLIC SAFETY DIRECTOR



## INTRODUCTION

The City of Chardon, Ohio, (population 5,242), a historic Western Reserve community is seeking a highly regarded and experienced local government professional as its next City Manager. Chardon, incorporated in 1868, is situated in northeast Ohio, just ten miles south of Lake Erie, 36 miles east of Cleveland, and is a short drive eastwardly to Pennsylvania. The City offers a full array of municipal services, with the exception of fire/EMS operations, which are capably provided via contract by the private Chardon Fire Department, Inc., an organization founded in 1877 and incorporated in 1936. Chardon has a strong history of professional management, having operated under a Council-Manager form of government since 1978. Only four City managers have served the community over the past 47 years, indicative of the political stability that the community enjoys. An earned reputation for providing quality and efficient municipal services makes this position attractive to an experienced manager who is looking to build upon a solid foundation benefited by a successful Council-Manager form of government. Located in Geauga County, Chardon proudly serves as the county seat and holds the distinction of being the only incorporated City in the county. The community boasts an attractive and historic uptown area known as Chardon Square. The stately Geauga County courthouse provides the centerpiece for this charming and unique town center, business district and popular community gathering place.



Moderate commercial growth has continued over recent decades with more residential housing options currently in the planning stages. With sound fiscal practices in place for many years, the community has maintained affordable municipal debt levels which are largely related to vital utility system upgrades. Chardon is recognized for its proud cultural heritage as Ohio's Maple Syrup capital which is highlighted by an annual maple festival that attracts tens of thousands of visitors over a 4-day period. It is additionally known for its high snowfall recordings each year. Being located just south of Lake Erie, the region is impacted by what is known as lake effect snow, with winter winds from the northwest moving over the warmer Lake Erie waters, bringing the community more than one hundred inches of snow most years. The City's well-experienced service crews are skilled in their street and sidewalk snow removal prowess which enables Chardon residents to take these challenges in stride.



The City of Chardon is served by a branch of the Geauga County Public Library which houses Kent State University's Geauga County Oral History Project as well as the library's Genealogy and Family History archives.

The Chardon Local School District provides public education to 2,700 PreK-12 students attending from the City and outlying areas and was recently ranked as Ohio's 84th best school district out of 607 educational systems. In addition, the St. Mary's parochial grade school offers Kg-8th grade. Chardon residents also have ample opportunities available for convenient higher education options with approximately fifty colleges, universities and post-secondary schools located within a one-hour drive.

The City of Chardon is indeed uniquely positioned, offering a high quality, small town feel with easy access to Cleveland metropolitan amenities such as cultural festivals, museums, national entertainment and an array of professional sports. Popular hiking, biking trails and other outdoor activities are abundantly available, and the shores of Lake Erie are only a twenty-minute drive.

Chardon operates its own Police Department, staffed by 20 dedicated personnel and hosts the Chardon Municipal Court which serves twenty-two of the County's surrounding townships and villages. The court additionally offers a probation department as well as Victim Advocate services. Emergency dispatch services are handled by the Geauga County Sheriff's office.

The Public Service Department provides oversight and day-to-day operational management of the City's water, sewer, lands & buildings, streets, cemeteries and park maintenance functions. Chardon maintains over 50 lane miles of streets, 40 miles of sidewalks, 30 miles of sewer main, 5 sanitary lift stations, 28 miles of water lines and 6 wells.

The Chardon Park and Recreation Department offers a wide range of programs and activities and oversees the operation of the City pool, swimming lessons, the summer day camp and an active concert series. The duties are handled by an experienced full-time director, seasonal staff, and assistance from other departments.

As a Home Rule-Charter City, Chardon possesses a certain sense of independence and autonomy but appreciates and values the mutual benefits of being a good neighbor through cooperation via mutual aid agreements and by actively participating in local, regional and statewide intergovernmental affairs.



## THE COMMUNITY

Chardon encompasses 4.42 square miles and maintains a residential density of 1,193.81 residents per square mile. The City offers several attractive and safe neighborhoods with a variety of housing and pricing options from apartments and condos, to smaller and larger single-family homes. The community places strong emphasis on housing maintenance and provides its own enforcement code oversight. The personal feel of Chardon is further enhanced through its recreational offerings, and numerous parks, and municipal pool. The Chardon Heritage House meeting facility, located on the public square, is a focal point of the community and serves as a gathering location for residents.

Chardon businesses offer a bountiful selection of eateries, specialized services, and varied retail selections from boutiques to large format retail. Additional shopping and dining options are easily accessible in nearby communities. The popular twenty-one mile Maple Highlands bike and walking trail provides convenient trailhead access for Chardon residents and visitors with other extensive trail systems available nearby.



## ORGANIZATION

The Chardon City Manager is selected by and reports directly to the City Council. The Council is comprised of seven members elected at large on a nonpartisan basis for four-year staggered terms. One member of Council is separately elected as the Mayor, also presides as the President of Council, represents the community on intergovernmental matters, has a vote, but has no veto power or independent legal authority. A Vice Mayor is recommended by the Mayor and selected by Council at each organizational meeting and serves in the absence or temporary disability of the Mayor.

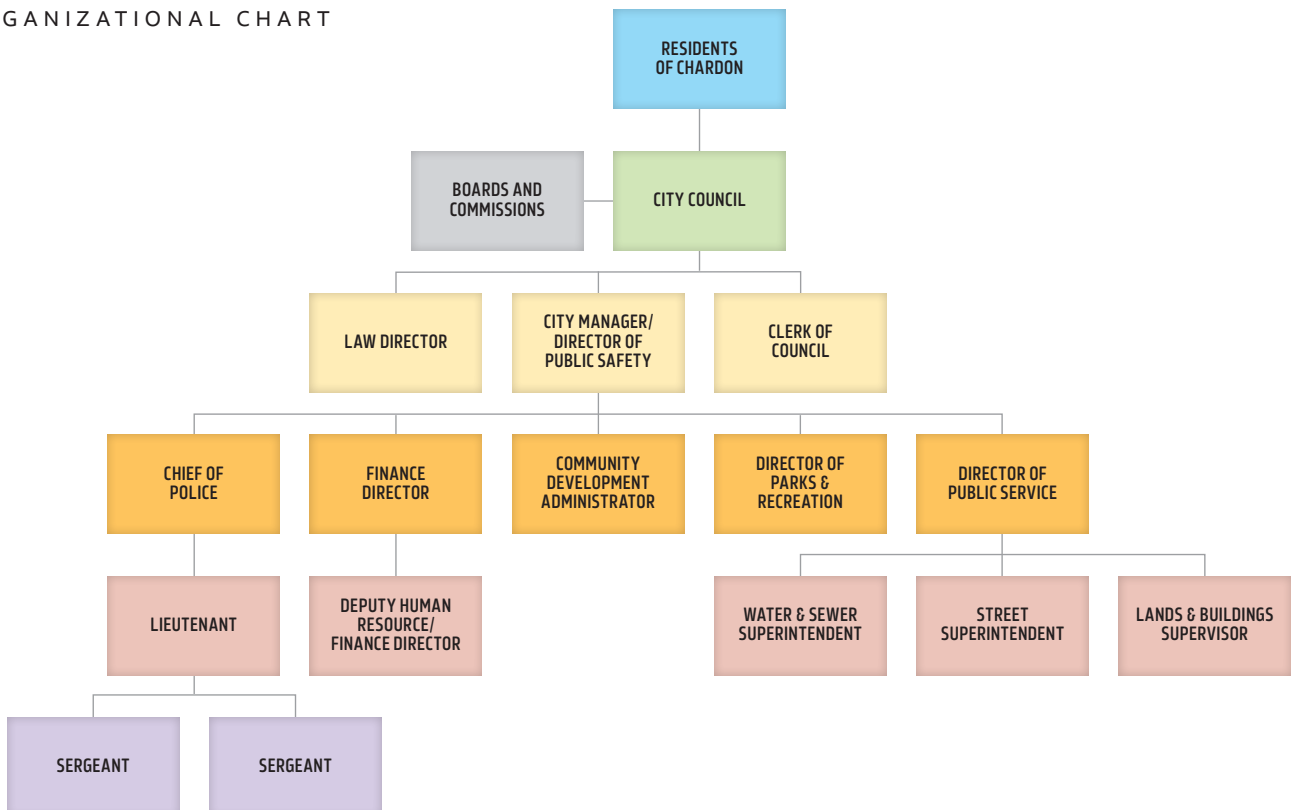
The Clerk of Council is appointed by the City Council and the Council sets the overall direction and policy for the City with the City Manager overseeing all daily operations while serving as the Chief Executive Officer. Chardon voters adopted a Municipal Charter, Home Rule, and Council-Manager form of government in 1978.

The City Manager serves at the pleasure of the City Council and may be removed or suspended with five votes of Council. The City Manager is responsible for the appointment of all department directors and City personnel unless otherwise

prescribed by the Municipal Charter. Chardon is generally known for political stability with City Managers achieving substantial tenure. The current City Manager is retiring after 23 years with the City, the last 14 years having served as City Manager.

Operating under Ohio's Home-Rule governmental structure, the City's leadership has consistently provided strong, conservative governance, leaving the community with well-maintained infrastructure, an adequately funded capital improvement plan, financial stability, and moderate municipal debt. Chardon has received the Government Finance Officers Certificate of Audit Award, and the community operates with a voter-approved continual local earnings tax rate of 2.0%, while providing a 50% credit to any City resident who pays a local income tax in another municipality up to a credit limit of 2%. The local income tax, administered through the Regional Income Tax Authority (RITA), is the City's largest revenue source which generated \$9,728,182 in 2024. The City operates with a 2025 annual budget of \$28.95 million, a general fund budget of \$12.41 million, including an annual capital fund program of \$6.03 million and administers a rolling five-year capital improvement program.

## CITY OF CHARDON ORGANIZATIONAL CHART



Chardon is rightfully proud of its quality, cost-effective services, and utility operations and it continues to maintain a skilled municipal workforce despite recruitment and retention issues that increasingly challenge local governments.

The Chardon Police Department is staffed with a full-time Chief, one Lieutenant, two Sergeants, eleven full-time and five part-time officers. The Geauga County Sheriff's Dispatch Center answers all Chardon police and fire calls. There are three collective bargaining units within the Police Department.

The City of Chardon employs approximately 70 full-time and 21 part-time personnel, supplemented by 20-25 seasonal employees. The Chardon Public Service Department with a staff of 30 and one collective bargaining unit, is responsible for a full complement of services including street maintenance and repair, snow removal, leaf collection, brush pickup, water treatment and distribution, wastewater collection, along with an ambitious annual street resurfacing program. Community Development activities, including planning and zoning functions, Inspections, and code enforcement are likewise performed internally by City staff.

## CITY OF CHARDON

### DEMOGRAPHICS

|                  |                                  |
|------------------|----------------------------------|
| <b>22.2%</b>     | Persons under 18 years           |
| <b>19.6%</b>     | Persons 65 years and over        |
| <b>96%</b>       | Race white alone                 |
| <b>2.7%</b>      | Two or more races                |
| <b>65.2%</b>     | Owner-occupied housing           |
| <b>\$274,500</b> | Median home value                |
| <b>\$1,035</b>   | Median gross rent                |
| <b>2.47</b>      | Persons per household            |
| <b>92.9%</b>     | High School graduation or higher |
| <b>43.35%</b>    | Bachelor's degree or higher      |
| <b>\$86,618</b>  | Median household income          |
| <b>\$41,704</b>  | Annual per capita income         |
| <b>10%</b>       | Persons in poverty               |

### Council appointed Boards & Commissions

ADA Compliance Committee · Audit Committee · Board of Ethics Review · Civil Service Commission  
 Enterprise Zone Negotiating Committee · Housing Council · Park & Recreation Board  
 Planning Commission · Records Commission · Shade Tree Commission



## CANDIDATE PROFILE

### *The ideal City Manager candidate will:*

- Be an excellent communicator at both the intra- and interpersonal levels and will be a highly personable individual who is engaging, visible within the community, and feels at ease speaking to and interacting with groups of all sizes and backgrounds.
- Possess a proven ability to work with and earn the respect and trust of elected leaders, residents, business owners, peers, and subordinates.
- Develop a strong appreciation of the history, traditions, and uniqueness of the community while embracing a creative and innovative approach for continued improvement.
- Possess the vision, financial aptitude and analytical capabilities to guide the City's key decision-making processes in a sound and prudent manner.
- Be a fiscal conservative and an excellent steward of taxpayer dollars while recognizing and creating opportunities to leverage public and private sector partnerships for the betterment of the overall community.
- Possess an excellent working knowledge of municipal infrastructure and utility operations and have an appreciation and commitment for maintaining and reinvesting in the stewardship of such community assets.
- Be knowledgeable and experienced in grantsmanship and capable of recognizing and seizing opportunities to leverage City funding toward maximizing its full benefit.
- Understand public safety services and challenges and recognize, support, and enhance the unique responsibility Chardon has assumed in the delivery of such vital services.
- Have the economic development acumen and skill set to foster well-planned, financially viable, redevelopment and new enhancement opportunities.
- Be a recognized and respected leader of the various City departments and personnel and bring a balanced management style of fairness and firmness.
- Be strategic in their management approach and establish and articulate clear, achievable goals for the internal operations of the City and consistently and objectively monitor and hold accountable subordinates for their anticipated levels of achievement.
- Be transparent in interactions with the Mayor and Council, subordinates, residents, and businesses while always understanding the importance of upholding the City's reputation for honesty, fairness and openness in its governmental actions.





## MINIMUM QUALIFICATIONS

The successful candidate must possess a Bachelor's degree in business management, public administration, political science, or a related field from an accredited college or university, while a Master's degree in public administration or similar discipline is preferred. A minimum of five years of progressively responsible experience as a local government manager/administrator or assistant is desired. An equivalent combination of experience and training that provides the required skills, knowledge and abilities will be considered. A valid Ohio driver's license or the ability to obtain the same prior to appointment is also required. Finalists for this position will undergo a formal background and vetting process.

## COMPENSATION AND BENEFITS

This position has an adopted salary range of \$124,051.20–\$158,308.80 with an annual 14% employer contribution to the Ohio Public Employees Retirement System (OPERS). Benefits are very competitive, and a cell phone stipend is available. A relocation assistance package will be negotiable provided the successful candidate chooses to reside within the City limits. Residency within the City is desired but not required.



## Management Advisory Group LLC

Trusted Advisors to Local Government

## HOW TO APPLY

Please submit a cover letter and resume to Greg Horn via the email link below, by **MAY 16, 2025**, for utmost consideration. Applications will be accepted until the position is filled. Confidentiality of submittals cannot be assured under Ohio law. For additional information please visit the City of Chardon, Ohio [website](#).

*Questions regarding this position may be directed to:*

**Greg Horn, Partner – Management Advisory Group, LLC**  
[ghorn@themanagementadvisorygroup.com](mailto:ghorn@themanagementadvisorygroup.com)  
**937-478-6385 (direct line)**

*The City of Chardon, Ohio, Is an Equal Opportunity Employer*