City of Riverside

Pride • Progress • Possibilities

is inviting applicants for the position of

CITY MANAGER

THE OPPORTUNITY

The City of Riverside, Ohio is recruiting its next City Manager to assume the duties of the former manager who recently resigned after a four plus-year successful tenure. This first-tier suburban community desires an experienced local government professional who is ambitious, highly motivated, transparent and eager to assist this 30-year-old city in its continued effort to improve and expand its service delivery operations and overall economic position. Riverside has experienced recent redevelopment success and is looking for an engaged leader who will focus on building and enhancing intracommunity relationships and opportunities. Potential applicants are encouraged to learn more at **riversideoh.gov**.

COMMUNITY

The City of Riverside was incorporated in 1995 after a merger of Mad River Township and the Village of Riverside and is home today to over 25,000 residents and an active growing commercial base. The community encompasses 9.7 square miles and is situated in southwest Ohio, immediately east of the City of Dayton. Riverside is 'right outside the fence' from Wright Patterson Air Force Base *(WPAFB)*, Ohio's largest single site employer with its 38,000 military, civilian and contract personnel. WPAFB hosts the United States' Air Force Research Laboratory *(AFRL)* which manages billions of dollars annually of our military's science and technology initiatives. The AFRL presence attracts numerous prominent research and technology Fortune 100 and 500 firms to the region. Additionally, many vendors serving the WPAFB complex have a logistical need to maintain services and facilities nearby.

Riverside is also well positioned to benefit from another next-door neighbor, The National Museum of The United States Air Force, which boasts the world's largest indoor aviation museum. This three million square foot facility attracts over one million visitors each year, creating opportunities for additional lodging and dining services. Riverside is strategically located with access to U.S. Route 35, State Route 4, and I-675, connecting to I-75 and I-70, our 'Nation's Crossroad' just minutes away.

The City of Riverside is uniquely served by several surrounding educational institutions. The City's public high school, Walter E. Stebbins High School, was reconstructed in 2004 and is highly regarded for its comprehensive career education center emphasizing science, technology, engineering, and math *(STEM)*. It is additionally recognized for its outstanding musical and performing arts programs. The City of Riverside is home to Carroll High School, a well-established Dayton area Catholic school, recognized for its college preparatory program and athletic achievements, and East Dayton Christian School, a private school offering education through an interdenominational ministry.

An abundance of convenient, post-secondary educational offerings include: The University of Dayton, Wright State University, Sinclair Community College, Central State University, Cedarville University, and Wilberforce University, the area's only Historically Black College/University. The presence of Wright Patterson Air Force Base and its Institute of Air Force Technology *(AFIT)* also offers post graduate and Doctoral programs along with a Central Michigan University presence which has an affiliation with WPAFB for both military and area civilian students.

This impactful military influence in the area, coupled with a strong academic orientation, has fostered an international and cultural atmosphere that is not often found in a midwestern community Riverside's size. This has led to a number of international eateries and small shops with a cultural flavor calling Riverside home. The community has witnessed some significant economic activity recently with the construction of a 100,000 square foot national supermarket and an enhanced major entry corridor spurring additional redevelopment opportunities.

Riverside boasts a very diversified employment base. Besides the strong WPAFB influence, most of its larger employers are technology, logistics, academic, and service related.

GOVERNANCE

The City of Riverside operates under a Home Rule/Council-Manager form of government and has six elected non-partisan councilmembers and an independently elected Mayor who presides over council with voting powers, but no veto authority. All elected officials serve staggered four-year terms and are elected at large. The City Council appoints the Law Director by simple majority vote, and the appointment or removal of the City Manager requires at least five votes of council. The City Manager, as the chief administrative officer, is responsible for the day-to-day operations of the city and appoints all personnel.

Departments

- **Administration – City Manager**
- **Law**
- **Police**
- **Fire**
- **Public Service**
- **Community Development**
- **Finance**

The City of Riverside has a total 2026 budget of $33 million and a General Fund budget of $6.5 million. Municipal debt is a moderate $7.1 million and is planned to be reduced to less than $700,000 in 2028. The community's main source of revenue is its 2.5% (voter approved) municipal earnings tax. A 100% credit is applied to resident earnings taxed in other jurisdictions where an individual may be employed. All water and sewer related services are provided by Montgomery County, and electric, natural gas, and refuse services are provided by franchise or license. Riverside maintains its own storm sewer system and has established stormwater utility fees based upon the percentage of impervious area within a particular parcel. Refuse and stormwater utility fees are billed quarterly by the city. Riverside also maintains a full complement of streets and public grounds maintenance services.

ORGANIZATION

The city employs 83 full-time personnel plus 19 part-time staff and negotiates with four collective bargaining groups. The two largest municipal departments are Police and Fire with Police employing 25 sworn full-time personnel and Fire employing 24 full-time and 18 part-time employees. The Police Department provides its own Records, Canine, and Investigative Units. The Fire Department also provides a 24-hour paramedic response.

Riverside operates a municipal park system and is fortunate to be well served by the surrounding Five Rivers MetroParks and other county and regional recreational providers. Riverside has a direct connection of its internal bikeway paths to the regional system that includes one of our nation's largest recreational pathway networks, totaling over 400 miles. Kayaking, boating, and outdoor recreational opportunities are plentiful and easily accessible for Riverside residents.

Riverside has newer administrative offices and council chambers following its acquisition of two modern, multi-story office buildings. The city has recently opted to sell these two structures, but will continue to maintain its municipal offices and council chambers on the premises for at least the next ten years.

The city's Community Development Department staffs its own planning, economic development, inspection, zoning, and code enforcement services.

The Finance Department operations include accounts payable, accounts receivable, budgeting, payroll, investments, and financial reporting. Income tax collections are administered by the Central Collection Agency, via a third-party contract, and the Law Department is now professionally led by in-house legal counsel.

CHALLENGES AND PRIORITIES

Riverside elected officials have outlined several important issues that will confront the community's next City Manager:

Redevelopment

The City of Riverside is largely developed and several of its commercial areas are in need of targeted upgrades and/or redevelopment. The city has experienced recent success in this area with a major new development constructed along one of its main entry corridors. A second phase, planned expansion of these entry corridor improvements brings promise for even more economic activity. Riverside is working with Congressman Turner's office on a Congressionally Directed Spending grant to fund and construct the Woodman Avenue Gateway Project with engineering assistance from Woolpert and the Montgomery County Transportation Improvement District (TID). This effort will continue to extend street improvements and appurtenance upgrades toward the National Museum of the United States Air Force, one of Ohio's major visitor attractions. The next City Manager will need to take an active role in these efforts and will benefit from prior successful experience developing public/private partnerships to foster such initiatives.

Housing

Much of the city's housing stock has aged and some code enforcement activity has increased accordingly. Experience with new, affordable, single-family housing, residential renovation efforts, and various incentive programs to renew and revitalize older neighborhoods will be extremely beneficial. Residential street paving, curb, gutter, and sidewalk replacement is another challenge the city faces in older neighborhoods. Experience with these types of revitalization efforts and the associated funding challenges they often bring will be important skills for the next City Manager. Strong sentiments have recently been expressed by some council members that the city 'must' find innovative ways to undertake and fund a residential street resurfacing program. Options for a residential street initiative and associated funding are currently being developed by staff.

Planning

Riverside has undertaken the development of a new comprehensive planning exercise. The next City Manager will assume responsibility for continued coordination and implementation of this effort. Council has also established priorities for adoption of a new thoroughfare plan, zoning text/map, and accessibility and ADA compliance efforts. Candidates with a background or specific knowledge of these skillsets will be well served.

Finance

Riverside has experienced some financial challenges with being a 30-year-old, incorporated city and facing some catch-up challenges with deferred maintenance of public infrastructure, especially within some of the older areas it incorporated. The next Manager will need to have a solid understanding of municipal finance and capital improvement budgeting techniques. Currently, the City' fiscal duties are capably administered under contract with a regional shared services organization.

Economic Development

Applied knowledge of various economic development tools, planning practices, and incentive programs are desired attributes of the new City Manager. With limited opportunity for future geographic growth, strategic, targeted emphasis must be placed on redevelopment efforts. City Council recognizes that to continue to improve the quality of life for its residents, Riverside will need to remain focused on maximizing the city's economic potential. Past involvement with successful, innovative, economic development projects will be a significant consideration for the selection of the next Manager.

Municipal Service Delivery

The successful candidate will need to be well versed in the daily municipal service demands of a city the size of Riverside. The community, not unlike many others, is continually confronted with the need to be more innovative and cooperative with other surrounding jurisdictions in fully maximizing the value of its resources.

THE IDEAL CANDIDATE

- They will be an engaging, interactive individual who is comfortable representing the city with groups of all sizes and varied backgrounds.
- Will have a proven history of personal advancement and accomplishment and be recognized as a person of high character and integrity.
- Will possess the financial tools and analytics to carry forward the city's reputation as a good fiscal steward of its residents' tax dollars.
- Will have the skill set to evaluate and implement major public/private re-development initiatives and the experience and financial acumen to assess and target opportunities for commercial, industrial, and residential development and re-development.
- Will be highly transparent, innovative and creative in bringing forward new approaches to resolving existing challenges.
- Will be a consensus builder who leads by an example of fairness, trust, and will maintain an open dialogue with elected officials, community leaders and staff.
- Be a manager who articulates clearly achievable goals to his/her subordinates, provides the tools and support needed, encourages departmental discretion in achieving those goals, and demands accountability.

EDUCATION AND EXPERIENCE

A bachelor's degree is required and a Master's degree is preferred for this position, and candidates should have 5-7 years of progressively responsible local government experience, including at least 3-5 years at the City Manager, Assistant City Manager, or key department head level. Demonstrated experience in local government service delivery, economic development/redevelopment, municipal finance, and planning is desired. This position requires excellent written and oral communication skills and the ability to effectively engage residents and/or business representatives of various backgrounds individually or in group settings.

Candidates who truly enjoy community service as a profession and are comfortable and challenged by working creatively in a conservative revenue environment are encouraged to apply for this outstanding career opportunity.

EMPLOYMENT CONDITIONS

The City of Riverside is desirous of completing this recruitment process in a timely manner due to the interim status of the current manager. Vetting and interviews of candidates will run concurrently during the submittal period. Interested applicants are encouraged to apply early. Residency is not required of the next City Manager, but the City Manager will need to be visible within the community and able to respond in a timely manner during emergencies. This position provides a starting salary range of $150,000 to $190,000. The city provides an excellent benefit program and the final compensation and benefit package offered will be commensurate with the selected candidate's experience and qualifications. It is desired that the next City Manager begin their duties by November 2nd, 2026.

All finalists will be subject to a comprehensive background check, and the selected candidate will be required to complete a drug screen and medical examination. Ohio is an open records state and confidentiality of submittals cannot be guaranteed. The City of Riverside is an Equal Opportunity Employer.

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HOW TO APPLY

Interested candidates should submit their cover letter and resume by **August 23rd, 2026**, for utmost consideration.

Questions regarding this position may be directed to:

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Management Advisory Group, LLC