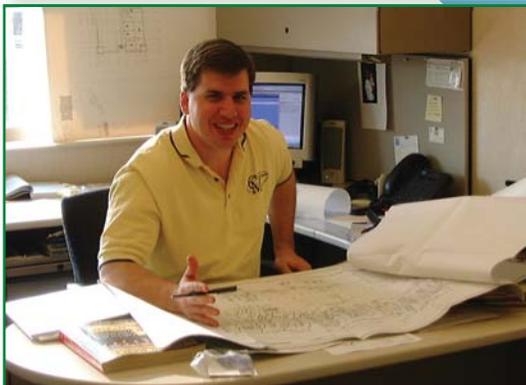


City of Mason Administration Job Announcement



www.imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and now has 30,000 residents. Its 18 square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.



Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities throughout the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Warren County and Cincinnati are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective"

rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, The Beach Waterpark, Great Wolf Lodge, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover almost 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. The Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor and vice mayor are council members elected by their fellow members. The mayor serves as the executive head of council. The vice mayor performs those duties in the mayor's absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policymakers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the

entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, superintendents of public utilities and public works, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Administrative Assistant/Events Coordinator

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the

interview, and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at www.imagemason.org. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: \$37,544 - \$45,635.20 depending on qualifications
Classification: Unclassified
Reports To: Assistant City Manager
FLSA: Exempt
Posted: Friday, March 22, 2013
Closes: noon on Friday, April 12, 2013
Department: Administration
Status: Full-Time, 40 hours per week

The Administrative Assistant/Events Coordinator, under general direction from the Assistant City Manager, performs responsible administrative work in researching, analyzing, recommending, and implementing policy concerning budgetary, managerial, and operational items. The Administrative Assistant/Events Coordinator also performs responsibilities related to securing and coordinating events and activities hosted within the City of Mason, including developing multi-level partnership/promotional opportunities for these events and activities. City-owned facilities include, but are not limited to, parks, Pine Hill Lodge, Mason Community Center, the outdoor Lou Eves Municipal Pool, and a privately managed golf course.

The successful candidate needs to possess effective communications skills and the ability to work with large groups of individuals with competing interests. This position will work to improve the ability of the city to develop strategic partnerships to build a broad base of advocates. The work is of some complexity and involves interpretive judgment within prescribed standards, with significant opportunity for discretion and independent action. The individual in this position must possess the ability to think creatively in developing long-term, multi-level partnerships that are mutually beneficial. This individual will work to develop the criteria and philosophy to guide joint ventures and must possess the skills necessary to articulate the financial benefit of those ventures.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidates must meet the following qualifications and requirements at the time of appointment.

Examples of Work (Illustrative Only)

- Conducting research and preparing special reports that provide the basis for high-level policy decisions;

- Assisting the city manager, assistant city manager, department heads, and community center staff in establishing city policy;
- Conducting studies and investigations;
- Making recommendations for the improvement of operations;
- Developing and installing work procedures and methods;
- Assisting in the development and administration of the budget;
- Attending meetings of the city council and other boards as required;
- Contacts with employees and the public are frequent, involving communications of complex information with considerable tactfulness;
- Assisting groups with special events;
- Developing long-term sustainable commitments;
- Coordinating events or activities to obtain maximum market exposure;
- Communicating events and activities using city communication tools, including, but not limited to, closed-circuit TVs, press releases, web calendar, Facebook, downtown banners, e-mail newsletters, etc.;



- Leveraging opportunities to maximize financial benefits;
- Working across the organizational structure to enhance partnership opportunities for the city;
- Scheduling ball fields and other city facilities;
- Working with all departments of the city to coordinate events and activities with outside groups. These may include 5-K races, festival activities, Western & Southern Open tennis-related activities, triathlons, charitable events, etc.;
- Building long-term partnerships with local organizations, groups, and vendors;

- Implementing marketing programs and joint ventures;
- Other duties as assigned by the Assistant City Manager or his/her designee.

Skills, Knowledge, and Abilities

The following is preferred:

- Ability to research and analyze a variety of complex and technical policy and administrative issues;
- Working familiarity with statistics and quantitative analytic techniques;
- Excellent oral and written communication skills;
- A professional and positive attitude;
- Effective listening skills;
- Ability to perform duties without close supervision;
- Politically astute;
- Attention to detailed work that requires accuracy;
- Ability to operate professionally in occasional stressful work situations.

Minimum Education, Experience, and Requirements

- Minimum of a Bachelor's degree from an accredited college or university with at least one year of responsible experience in municipal government administration or event

management/coordination;

- A Master's degree in public administration or related field is preferred.

Physical Requirements

- Ability to sit for extended periods of time working on keyboarding activities, entering data, creating documents, etc.;
- Dependability, flexibility, and ability and willingness to work evenings, weekends, and holidays as required;
- Ability to lift up to 25 pounds of materials independently;
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation;
- Auditory acuity to hear pagers, cell phones, telephones, etc., with or without reasonable accommodation;
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.;
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature;
- Ability to communicate professionally in person, in writing, and in other mediums;
- Proficiency on computers and software programs.



City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams.

Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

City Departments

The Administration Department administers policy and procedures as established by Mason City Council. The department's primary function is to oversee all city departments and maintain consistent contact with Council. The Administration Department additionally is an umbrella heading for overlapping administrative functions of the city such as Economic Development, Human Resources, Information Technology, and Public Information.

Mason's Economic Development Office includes business attraction and retention. The office provides development support and technical assistance to relocating and expanding corporations. It serves as a liaison to more than 100 Mason corporations such as Luxottica Retail, Procter & Gamble's Mason Business Center, Mitsubishi Automotive Electric, Intelligrated, AssureRx Health, Fanuc Robotics, Seapine Software, and many other thriving companies, as well as commercial developers and real estate brokers. A sustained and growing business base is essential for the long-term health of the city, as the income taxes received from

businesses and their employees comprise a large share of the revenue for the city.

The Human Resources Office is responsible for developing the employee workforce and managing employee benefits, including wellness programs, medical benefits, and employee events. Information Technology installs, maintains, researches, enhances, and monitors the city's computer network. Included in this work is maintaining over 200 individual work stations within the departments. The Public Information Office provides the citizenry with information about the programs, events, projects, and initiatives of the City of Mason through regular communication vehicles, including newsletters, program guides, the city web site, special publications, and news releases. It also provides writing and graphical support to city departments.

Functions that serve the citizenry in specific areas are administered by the seven remaining city departments. The heads of these

departments report to the city manager and work with the administration staff to support their departments.

Engineering and Building - plans, designs, inspects and administers major road and bridge projects; manages the city's annual paving program; inspects water, sanitary and storm lines in new subdivisions; manages plans to guide future development, such as the Zoning Ordinance and the Comprehensive Plan, and ensures compliance; provides plan review, construction permits, and building inspections; provides other engineering services as needed.

Finance - manages the city's financial operations, including accounts payable, debt financing, and investments; administers payroll operations; monitors the city's budget; oversees collection of Mason's earnings tax; and provides information about water, sewer, stormwater, and trash collection billing and fees.

Fire - provides emergency paramedic and fire services; hosts community public education and participation programs; manages the Community Emergency Response Team (CERT).

Parks and Recreation - provides recreation programs, educational programs, and community special events; operates the Mason Community Center; promotes health, fitness, and wellness; protects our natural resources and preserves open space; provides individual, community, economic, and environmental benefits.

Police - maintains law and order through enforcement of state and local ordinances; provides safety services such as vacation house checks; encourages safety awareness through a variety of programs.

Public Utilities - maintains water reclamation (sewer) services for City of Mason residents and businesses, including the Water Reclamation Facility and the wastewater collection system; acts as the city's liaison with Greater Cincinnati Water Works for water service to the city; oversees stormwater management.

Public Works - maintains city streets, including street signs, roads, rights-of-way, storm sewers, traffic lights, street lights, snow and ice removal, street sweeping, right-of-way mowing, litter control, and dead animal removal; maintains city facilities, including public buildings, tornado sirens, and city vehicles; provides curbside brush chipping and leaf collection to residents.

City Parks

The City of Mason has almost 300 acres of park land in seven parks. Pine Hill Lakes Park is a passive park and includes both open field and wooded areas, walking paths, picnic shelters, the fishing lakes, and an arboretum. It is connected to Pine Hill Lodge, which is used for nature programming. Heritage Oak Park, Mason Sports Park, and Corwin M. Nixon Park are active parks and among them include the outdoor Lou Eves Municipal Pool, children's play areas, baseball and softball fields, soccer fields, tennis courts, basketball courts, football, and picnic shelters. Meadows Park and Quinn Park are neighborhood parks with children's play areas. Frank Hosea Woods is a passive park along a section of the bike trail that connects Mason Road with Terrace Drive.

Community Center

Mason Community Center, one of the largest public recreation

facilities in Ohio, is located on Mason's Community Campus adjacent to Mason Municipal Center, Mason High School, and two city parks. It offers recreation, enrichment, fitness, and meeting space, including two indoor pools, gym and field house space, an indoor track, group exercise studios, meeting rooms, climbing wall, café, and a retail store with a post office unit. Hundreds of programs for all ages and interests are offered annually. These parks, facilities, and programs are an important component of what makes Mason a great place to live and work.

Fitness activities available at Mason Community Center are centered around the facility's fitness center and group exercise activities. The fitness center has the latest in workout equipment, with a cardio theater system connected to a range of equipment and TVs. Personal training, a post rehabilitation program, and an extensive group exercise program are offered.

Mason Community Center is home to the Mason Twisters gymnastics team, a team that is growing in reputation for excellence. A dedicated multi-purpose room provides practice space. Other areas of the facility include a field house with four 84' x 50' courts, a gymnasium, 1/9 mile walking/jogging track on the second floor, 30-foot climbing wall and exergames in The Edge, classrooms, rooms to rent for meetings and parties, the Senior Center, and Kids Korner, a child care facility for up to 2.5 hours per day. Two swimming pools provide a variety of swim activities. The 161,400-gallon leisure pool has a 3-story body flume slide, a lazy river and vortex, an interactive water playground, tot slide, spa, and zero-depth entry. The 25-meter x 25-yard competition pool has two diving boards and an adjustable depth floor to accommodate a variety of programming activities. An extensive learn-to-swim program is offered under the umbrella of the acclaimed Swim America program. The City of Mason's Manta Rays swim team has earned national recognition and is one of the top-ranked teams of its size, with some swimmers advancing to the pre-Olympic trials.

The Meet Me on Main Café and Symbiosis store and postal unit are open to the public. The center also includes tenant space leased to Group Health Associates for medical offices and to AssureRx, a medical research company.

The facility is open to the public daily, year-round. Patrons may pay the daily admission fee or choose an appropriate membership option. Residency in the City of Mason is not required.

Hundreds of activities are scheduled each year at Mason Community Center and in Mason parks. Youth sports, enrichment programs for youth and adults that range from ballroom dancing to art and computer classes, community events, weight loss programs, day camps for children when school is out, and more keep residents engaged.

Understanding that customer service is key to the success of Mason Community Center, the staff is committed to creating a welcoming and beneficial environment for all patrons. The competent and friendly staff help make Mason Community Center the centerpiece of the Mason community.



Benefits Profile

- Public Employees Retirement Services: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible health insurance plan. Employee contribution required for monthly premium. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Vision coverage of \$200 per dependent available for less than \$4 per month.
- Dental coverage of \$750 per dependent available for less than \$6 per month.
- Paid holidays: President's Day, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Vacation - Eighty hours of vacation for years 1 through 4; one hundred and twenty hours of vacation for years five through nine; years ten and up are one hundred and sixty hours of vacation. (Carry-over is allowed up to three times current earned hours.)
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Introductory period of six months, merit increase upon successful completion of the introductory period.
- Deferred compensation available (no match).
- Financial and professional support of related affiliate associations and membership.
- One percent earnings tax withheld.



This is a job announcement and not an individualized job description. A job announcement defines the general character and scope of duties and responsibilities. The job announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this job announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

Please Apply Online

www.imaginemason.org/employment