

## City of Steubenville, Ohio

The City of Steubenville is seeking a highly qualified and experienced professional to serve as City Manager following the retirement of the current City Manager in 2026. Steubenville operates under a council–manager form of government, in which the City Manager serves as the chief administrative and executive officer of the City, responsible for the day-to-day operations and administration of municipal affairs.

The City Manager is appointed by City Council, which consists of seven members (Council at Large and six ward representatives), and serves at the pleasure of Council by majority vote.

### **Community Overview**

Located along the Ohio River approximately 40 miles west of Pittsburgh, Steubenville offers a distinctive blend of affordability, strong community values, and rich cultural heritage. Residents enjoy the benefits of small-town living with convenient access to major metropolitan amenities.

Steubenville places a strong emphasis on education. Steubenville City Schools consistently achieve test scores significantly above the national average. Higher education opportunities are anchored by Franciscan University of Steubenville, known for its vibrant campus community and faith-centered academic environment.

Often referred to as the “City of Murals,” Steubenville features more than 25 public murals celebrating its history, culture, and artistic spirit. Historic Fort Steuben, a reconstructed 18th-century fort overlooking the Ohio River, highlights the city’s role on the American frontier and serves as a focal point for heritage tourism.

The city hosts a variety of annual community events, including the Dean Martin Festival honoring its famous native son, First Fridays on Fourth Street in the downtown district, and the popular Christmas tourist attraction, Nutcracker Village. These events contribute to Steubenville’s strong civic pride and sense of community.

### **Required Qualifications:**

- Must Have an Undergraduate Degree in Public Administration, Business Administration, Accounting or Related Field.

Or at least one of the Following:

- Two (2) years experience as a Manager/ Administrator or Assistant Manager/ Administrator for any municipality or county.
- Two (2) years comparable experience as a Manager/Administrator or Assistant Manager/ Administrator for any municipality or county.
- At least five (5) years experience as an Executive Officer or Chief Fiscal Officer of any business or governmental entity.

**Preferred Qualifications:**

- Experience with municipal utilities (water and sewer systems)
- Grant writing experience
- ICMA or OCMA Membership
- Economic Development Experience

**Powers and Duties:**

- The City Manager shall be the Chief Executive Officer and Head of the Administrative Agencies of the City.
- He or she shall be responsible to the Council for the proper administration of all the affairs of the City within the scope of his or her powers and duties and for the enforcement of all laws and ordinances. The City Manager shall have the power and be requested to:
  - Appoint and suspend or remove or otherwise discipline all City employees and Administrative Officers, except as otherwise provided in this Charter.
  - Institute proceedings, when necessary for the removal of officers and employees within Civil Service, in the manner provided by the rules adopted by the Council or Civil Service Commission pursuant to this Charter.
  - The City Manager shall not have the power or authority to appoint or remove, suspend or discipline, any elected official or any board or commission established under this Charter.
  - Attend all meetings of Council with the right to participate in discussion and bring matters to the attention of Council, but with no- right to vote.
  - Recommend legislation for adoption by Council, including the repeal of legislation.

- Submit to Council a monthly summary showing the condition of all funds.
- Prepare and submit annually to Council, a complete report of the financial and administrative activities of the City of Steubenville for the preceding year. Said filing must be made within ninety (90) days following the end of the year.
- Shall make such other reports as the Council may require concerning the operation of City departments, offices, and agencies subject to his or her direction and supervision.
- Prepare and submit to the Council, after receiving estimates made by the Directors of the departments, the Annual Budget, and prepare the Annual Budget to be adopted by Council as required by law and represent the City at all hearings on the Budget adopted by Council.

Supervise purchasing for all departments of the City.

- Shall be a liaison and responsible for the public relations between the City and other political units and other organizations interested in the welfare and growth of the City.
- Supervise the issuance of all licenses and permits pursuant to ordinances and resolutions, except as provided within this Charter.
- Perform all other duties prescribed for him or her in this Charter or by Council and in the performance thereof may delegate to subordinate officers and employees of the Municipality any of these duties, but he or she shall be responsible for the faithful performance of such duties.

#### **Working Conditions:**

- Office environment with frequent meetings and public presentations.
- May require evening or weekend hours for council meetings or community events.
- Occasional travel for training, conferences, or intergovernmental meetings.

#### **Salary and Benefits:**

**Salary and Benefits will be determined later based on Experience.**

Posted position will be open until January 30,2026.

Submit electronically a cover letter, resume and contact information for three (3) professional references to: [khaley@cityofsteubenville.us](mailto:khaley@cityofsteubenville.us)

i.e. The City of Steubenville is an Equal Opportunity Employer.  
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