



CITY ADMINISTRATIVE OFFICER JOB DESCRIPTION (11-2020)

PURPOSE OF POSITION

The City Administrative Officer is responsible for directing and assisting the executive and legislative authority of the City of Fort Mitchell (estimated population of 8,240) in planning, organizing, coordinating, and evaluating all activities and functions under the direction of the Mayor.

DUTIES AND RESPONSIBILITIES

- Oversee the financial affairs and budgets of approximately \$15M;
- Communicate to and provide support to the City's Council, committees and boards;
- Respond to press and citizen inquiries;
- Attend council meetings and represent City at meetings and public functions;
- Establish and maintain effective working relationships with other cities, government agencies, and the public;
- Negotiate and monitor contracts;
- Apply federal, state, local laws and ordinances including matters of building and zoning;
- Effectively manage, guide and train department heads of Administration, Police, Fire, Public Works, Recreation, and Parks;
- Assist the executive authority in planning, organizing, supervising, coordinating, and evaluating all activities and functions of the city;
- Formulate policy and procedure;
- Serve as Personnel Administrator and recommend personnel actions including employment promotions, salary increases, suspensions, and dismissals;
- Perform economic development activities to encourage the retention and attraction of business within the city;
- Research and apply for grants that fund City projects

QUALIFICATIONS AND EXPERIENCE

- Three years of progressively responsible experience in management, preferably within government;
- At least one of the following: (a) Master's in Business Administration; (b) Master's in Public Administration; (c) Juris Doctor Degree; or (d) Bachelor's Degree from an accredited university in management, public administration, or a related field and at least five years in a management position in a municipality of at least 3,500 residents;
- Knowledge of Kentucky local government laws and procedures;

- Strong communication and public relations skills;
- Proficient in Microsoft Office 365;
- Must be bondable and will be subject to pre-employment physical, drug testing, criminal history, and background check.

HOURS AND WAGES:

The City office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The City Administrative Officer must be able to attend evening council and committee meetings. This position is a full-time position, exempt, and typically requires from 40-50-hour work weeks. The annual salary range is \$85,000-\$120,000.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The City of Fort Mitchell is an Equal Opportunity Employer (EOE). ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

APPLICATION DUE DATE:

Submit resume and [application](#) by Thursday, December 3, 2020 at 4:30 PM to Andrew Schierberg at Andrew.Schierberg@fortmitchell.com or place in lobby drop box at 2355 Dixie Highway, Fort Mitchell, KY 41017.