CITY OF FORT MITCHELL, KENTUCKY
CITY ADMINISTRATIVE OFFICER
JOB DESCRIPTION

The City of Fort Mitchell, Kentucky, is a 3.1-square-mile community in Kenton County with an estimated population of 8,751. The City Administrative Officer serves as the City's chief administrative professional, providing strategic leadership and operational oversight in support of the Mayor and City Council. The position plans, coordinates, and evaluates municipal programs and services and oversees the Police, Fire & EMS, Public Works, Parks and Recreation, and Administration departments, as well as the City's financial, personnel, and organizational activities. The position promotes responsive, efficient, and accountable government and works under the administrative direction of the Mayor.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide strategic and operational leadership for City departments, programs, and services.
- Build and maintain effective working relationships with employees, elected officials, community partners, government agencies, businesses, and residents.
- Lead the preparation, administration, and monitoring of operating and capital budgets.
- Oversee procurement and negotiate, administer, and monitor contracts with vendors and service providers.
- Oversee information technology services provided by contractors, including service delivery, cybersecurity, system reliability, user support, and coordination of technology needs across City departments.
- Ensure City operations comply with applicable federal, state, and local laws, regulations, policies, and ordinances, including building and zoning requirements.
- Direct, supervise, coach, and support City employees; establish performance expectations and coordinate training and professional development.
- Advise and assist the Mayor and City Council in planning, prioritizing, coordinating, and evaluating City initiatives and operations.
- Research issues and develop policy, procedure, and operational recommendations for consideration by the Mayor and City Council.
- Serve as the City's personnel administrator and recommend appropriate personnel actions consistent with law, policy, and sound management practices.
- Support economic and community development efforts that encourage business retention, investment, and responsible growth.
- Oversee the City's financial affairs, including revenues, expenditures, investments, insurance, internal controls, and risk management.
- Respond to resident inquiries and concerns, coordinating timely and appropriate follow-up.
- Analyze financial and operational information and perform calculations necessary to support sound administrative decisions.
- Conduct research and prepare analyses to support policy development and organizational improvement.
- Attend City Council meetings and other meetings as required.
- Represent the City, Mayor, or City Council at meetings, community events, and public functions as assigned.
- Assist department heads with program planning, implementation, administration, and cross-departmental coordination.

- Ensure accurate preparation, retention, and maintenance of payroll, financial, personnel, and operational records.
- Prepare and present clear, accurate, and timely oral and written reports.
- Provide administrative and logistical support to City boards, committees, and commissions.

QUALIFICATIONS AND EXPERIENCE

- **Education:** Bachelor's degree from an accredited college or university in business, finance, management, public administration, organizational leadership, political science, law, or another field relevant to the responsibilities of the position. A master's degree or Juris Doctor is preferred but not required. Relevant professional experience may be considered in combination with education.
- **Experience:** At least five years of progressively responsible leadership, management, operations, finance, or administrative experience, including experience in municipal or other governmental administration. Experience serving in a senior management or administrative role within a complex organization is preferred.
- **Knowledge and skills:** Demonstrated ability to lead teams, manage budgets and projects, communicate effectively with diverse audiences, exercise sound judgment, and work collaboratively with elected officials and community stakeholders. Familiarity with Kentucky local government laws, procedures, and requirements is preferred; the successful candidate must be able to acquire and apply this knowledge promptly. Proficiency in Microsoft Office software, including Word, Excel, Outlook, and PowerPoint, is required.

SALARY RANGE

$110,000 to $154,500 annually.

HOW TO APPLY

Applicants should submit a cover letter and résumé to eking@fortmitchell.com. Applications must be received by November 11, 2026, at 5:00p.m. ET.

PHYSICAL & MENTAL ABILITIES

- Perform primarily sedentary work with regular periods of standing, walking, reaching, bending, and carrying materials typically associated with an office and meeting environment.
- Use a computer, telephone, and other standard office equipment; communicate clearly in person, in writing, and by electronic means; and hear and respond effectively in meetings and public settings.
- Sustain concentration, analyze complex information, exercise independent judgment, establish priorities, manage multiple assignments, meet deadlines, and adapt to changing or emergency conditions.
- Interact professionally with elected officials, employees, residents, and community partners, including in sensitive, high-pressure, or occasionally contentious situations.
- Attend meetings and City events outside regular business hours and travel locally as required.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Fort Mitchell is an Equal Opportunity Employer. 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.

The above job description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all-inclusive statement of the job duties, requirements or responsibilities.