CITY OF LUDLOW
Position Description

CLASS TITLE: City Administrative Officer

FLSA CLASSIFICATION: Exempt

SUPERVISION: The duties are performed under the general supervision of the Mayor.

SUPERVISION EXERCISED: This position provides supervision and oversight to all city departments and department directors.

CHARACTERISTICS OF THE CLASS: This is highly skilled, technical and administrative work in directing and assisting the executive and legislative authority of a city in planning, organizing, coordinating and evaluating all administrative activities and functions.

ESSENTIAL FUNCTIONS: This position provides general oversight of city operations and is organized under the tenets of KRS 83A.090 which states that:

(1) Each city may create the position of city administrative officer which shall be directly responsible to the executive authority of the city. Prior to appointment of a city administrative officer, the city legislative body shall in accordance with KRS 83A.080 set qualifications, which shall include but not be limited to professional training and experience in administration sufficient to insure competence, and list duties and responsibilities of the position which shall include, but not be limited to the following:

(a) Advise the executive authority of the city in policy formulation on overall problems of the city;

(b) Have major responsibility for preparation and administration of operating and capital improvement budgets under direction of the executive authority;

(c) Advise the executive authority of the city in the appointment of subordinate administrative personnel if not delegated appointment authority by appropriate order; and

(d) Have continuing direct relationships with operating department heads on implementation and administration of programs.

(2) The city administrative officer shall carry out all additional duties lawfully delegated by appropriate order of the executive authority and shall have the same powers as the executive authority in carrying out such duties.

City Administrative Officer plans, organizes, coordinates, and evaluates the administrative functions of the city government; Establishes and maintains effective working relationships with other city employees, elected officials, government agencies and the general public; Ability to communicate accurately with other city employees, elected officials, government agencies and the general public; Prepares and implements a city operating budget; Negotiates and monitors contracts with vendors for the providing of various services; Applies federal, state, and local laws and ordinances to the operation of the city government including matters of building and zoning; Effectively supervises city employees in the performance of departmental activities, and provides adequate training as needed. Formulates policy and procedure recommendations to city council; Oversees the financial affairs of the city, including expenditures, revenues, investment, insurance, and risk management; Performs Economic Development activities to encourage the attraction and retention of business

within the city. Serves as Personnel Administrator; recommends personnel actions, including employment promotions, evaluations, salary increases, suspension, dismissal, etc. Ability to work within the guidelines of all city ordinances, Personnel Policy Manual, Kentucky Revised Statutes, Robert's Rules of Order and other necessary guidelines.

JOB DUTIES: Receives and responds to citizen inquiries and complaints; Performs mathematical calculations in order to complete the administrative and financial tasks of this position; Performs research activities in reference to policy formulation; Attends all city council meetings; Represents Mayor and city council at meetings and public functions; Assists department heads with program implementation and administration; Supervises the accurate preparation, retention, and maintenance of payroll and operating records; Prepares and delivers oral and written reports as requested; Provides support for all committees and boards established by the city; Serves as liaison with the media; Oversees city purchasing procedures; Plans for and recommends the purchase of supplies and equipment for the city; Administers the grant programs for the city, Serves as city representative to various organizations.

DESIRABLE TRAINING AND EXPERIENCE: Four (4) year degree from an accredited college or university, Masters degree preferred, in business administration, public administration, or similar supplemented by extensive experience working in the field of professional municipal management, including progressively responsible experience in the supervision of employees; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Extensive knowledge of the principals and practices of public administration with emphasis on planning, implementation, execution, and evaluation of policies and programs; Thorough knowledge of federal, state, and local laws, administrative regulations, and ordinances relating to local government operations including matters regarding to zoning; Ability to plan, organize, coordinate, and evaluate the administrative functions of a municipal government; Ability to develop and administer a municipal budget; Thorough knowledge of the theories, principals and policies of effective personnel administration; Thorough knowledge of municipal administrative and accounting procedures and how to apply them on a city-wide basis; Ability to accurately prepare and/or supervise the preparation of reports, and forward as required on a timely basis; Ability to establish and maintain effective working relationships with other governments and agencies, city/county officers and employees, local contractors, and general public; Knowledge regarding the use, and application, of modern technology, such as personal computer.

NECESSARY SPECIAL REQUIREMENTS: Must be bondable. Must be able to obtain the designation of Notary Public from the State of Kentucky. The city of Ludlow is a Certified Drug Free Workplace requiring the ability of employees to pass a drug test.