

**Position:** City Administrator

**Reports To:** Mayor of Walton

**Kentucky Wage and Overtime Status:** Exempt

**Location:** In-person, Walton City Hall

**Hours:** M-F, 08:00-16:30 (some evenings and weekends required)

**Salary:** TBD

**Position Summary:**

The City Administrator, under the direction, supervision and authority of the mayor, is the City's Executive Officer. This position directs the administration of all city government functions. All Department Heads report to the City Administrator, who is responsible for the supervision of all city employees.

**Duties and Responsibilities:**

- Plan, organize, coordinate and evaluate the administrative functions of the City of Walton
- Serve as chief administrative and managerial officer for the city; directing all departments and managing the daily operations of the municipality
- Establish and maintain effective working relationships with other cities, government agencies and public
- Responsible for the preparation of the annual budget; prepares departmental budget for the mayor, reviews departmental budget requests from all City functions for inclusion in the mayor's recommendation to the City Council and ensures compliance with all legal and procedural requirements
- Supervise long range budget planning
- Manage budget and provides monthly updates to the Mayor, City Council and Department Heads
- Plan, coordinate and direct the work of City departments through delegation of authority and accountability of Department Heads
- Provide direction to and evaluate the performance of Department Heads
- Serve as Human Resource/Personnel Manager; recommending personnel actions including employment promotions, salary increases, suspensions and dismissals
- Serve as liaison between the mayor and department heads, keeping the mayor apprised on activities, challenges and concerns
- Regularly reports to the mayor concerning the status of all assignments, duties, projects and functions of all city departments
- Supervise, manage and coordinate the activities and functions of all city departments in implementing the requirements of ordinances, resolutions and policies of the City Council
- Support Council and Mayor by drafting ordinances, municipal orders, resolutions, executive orders etc.; utilizing the city attorney for a final, legal approval as required
- Oversee professional contractors and/or consultants, participates in the evaluation and selection of contractors/consultants, interfaces with and monitors projects to ensure timely and quality completion
- Collaborate with the Mayor, City Council and City Clerk to prepare agendas for City Council and Business Coalition Meetings
- Attending monthly caucus, council and coalition meetings
- Event planning and participation; including, but not limited to: Old Fashion Day, Community Day at the Lake, Veterans' Day Celebration, and Christmas on Main

- Represent the City of Walton at meetings with Local, State and Federal governments, as well as partners including NKADD, NKPAC, Tri-Ed, KLC, Chamber of Commerce, BE NKY, etc.; keeping the mayor apprised and reporting monthly updates to City Council
- Propose visionary and innovative solutions for the City of Walton with the ability to execute strategically
- Seek and apply for grant/funding opportunities for initiatives, projects and overall improvements for the City of Walton; provide monthly status updates to City Council and Mayor
- Responsible for employee training and certification opportunities; including appointed positions: Board of Adjustments, Code Enforcement Board, and Planning/Zoning
- Improve and maintain communication with citizens; including social media oversight
- Respond to the press, at the direction of the mayor, and escalated citizen inquiries
- Apply federal, state and local laws to the operation of the municipal government
- Review policies and procedures, recommend changes to City Council
- Develop tracking and oversee maintenance of a comprehensive inventory database; logging all city property, including: vehicles, equipment, tools and other city assets
- Provide support for all boards and committees within the city
- Oversee city purchasing procedures

*The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.*

#### **Skills, Knowledge and Abilities:**

- Knowledge of the principles and practices of public administration with emphasis on planning, implementation, execution and evaluation of policies and programs
- Knowledge of executive and legislative policies, procedures and practices
- Thorough knowledge of federal, state, and local laws, administrative regulations and ordinances relating to local government operations, including matters pertaining to zoning
- Experience managing people, budgets, projects and daily operations
- Ability to establish and maintain effective working relationships with employees, public and private officials and our citizens
- Strong communication and presentation skills
- Knowledge of federal, state and local programs/resources for economic development
- Knowledge of modern funding options including TIF, loans, grants and other tools including joint economic development agreements

#### **Qualifications and Experience:**

Qualified applicants must possess **one** of the following:

- Master Degree in Business Administration or Public Administration
- Bachelor Degree, from an accredited college in Business Finance, Public Administration, Business Management or related degree and extensive knowledge and understanding of Kentucky local government laws and procedures
- Five + years of upper-level management experience, including people/project management, budget management/creation, extensive knowledge and understanding of Kentucky local government laws and procedures