City Administrative Officer Position Open
Apply by September 10, 2015

POSITION SUMMARY:

Under general executive direction of the Mayor, Eric Haas, the City Administrative Officer manages all affairs and activities of the city pursuant to the policies and directives of the City; and serves as the City’s chief administrative officer. These duties include, but are not limited to, implementing and executing directives of the Mayor and policies of the City Council; advising the Mayor in policy formulation; supervising all department heads; serving as the personnel officer; preparing and administering the operating and capital improvement budgets; preparing and presenting reports to council; planning, directing and evaluating all phases of municipal operations including legal, engineering, fiscal, personnel, police, fire, tax assessments, building and zoning, parks and recreation, public works, and general maintenance programs.

PROFILE:

This recruitment profile outlines qualifications and work experience which are necessary and desirable for candidates for the office of City Administrative Officer. This profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the City Administrative Officer position are to be directed to the attention of:

Jann Seidenfaden, City Attorney
122 N. Fort Thomas Avenue
Fort Thomas, KY 41075
859-441-2700
Fax 859-572-7010
Email: jseidenfaden@bksklaw.com

Applications will be reviewed starting immediately after the due date and will continue until the position has been filled. Letters of interest or applications without a resume will not be considered.
The City of Fort Thomas, incorporated in 1867, is located in Northern Campbell County, Kentucky, along the Ohio River. With a population of approximately 17,000, it is the most populous city in Campbell County.

The area in which the City of Fort Thomas is now located received the first impetus to settlement and development by conferring of land grants of 1,000 acres each to Samuel and David Perry in 1787. The grants were given by the State of Virginia, which had jurisdiction over this area at the time. Subsequent grants of land to several pioneers of Fort Thomas further encouraged settlement.

The District of Highlands, later to become the City of Fort Thomas, was created March 1867 by a special act of the Kentucky General Assembly. Jacob Hawthorne, an earlier settler of the area, was particularly instrumental in acquiring the charter for the District. Although predominantly rural in character at the time, the District of Highlands became the location of summer homes for some of the affluent citizens of Cincinnati and Newport. The boundaries of the District were very similar to the present city limits.

Two important events in the history of the City of Fort Thomas occurred in 1890. First was the construction of the Fort Thomas Military Reservation was completed and the fort was occupied in that year. Second, was the dedication of rights-of-way for an electric railway through the City. The railway from Newport traversed North and South Fort Thomas Avenues. The Fort and the railway combined with other factors to greatly influence the pattern of development in the City.

The District of Highlands was incorporated as a sixth class city in 1914, and at the same time adopted the name “Fort Thomas” from the military post located here. The post had been named in honor of General George Thomas, the “Rock of Chickamauga” of Civil War fame. In 1920, after growing to approximately 5,000 residents, Fort Thomas became a city of the fourth class.

The years following the end of World War II until 1960 were tremendous growth years for the city with residential construction occurring rapidly. In the early 1960’s a new shopping area was constructed at the southern end of the city.

The late 1960’s through the 1970’s was a season of maturation for Fort Thomas and saw a new city building and YMCA built. Interstate routes 471 and 275 were also completed during this time which increased access to areas surrounding greater Cincinnati and northern Kentucky.

The 1980’s through present times have been categorized by slow, but nearly constant, growth. New developments have occurred primarily as infill or to lots with steeper slopes.
Fort Thomas continues to be a dynamic community committed to improve the quality of life of its residents. The challenge facing residents and city leaders is to maintain and increase the level and quality of public services while protecting the general health, safety and welfare of its residents.

GOVERNMENT

The City of Fort Thomas operates under a Mayor-Council form of government. The Mayor is elected at large for a four-year term. Six members of council are elected at large for two-year terms. The City Council is responsible for adopting ordinances, establishing policies and the general direction of the community. The City Administrative Officer is appointed by the Mayor, subject to approval of City Council. The CAO reports directly to the Mayor and is responsible for implementing policy and overseeing the day-to-day operations of the City. There are numerous Board and Commissions which meet regularly to advise the Mayor and Board of Council. Fort Thomas is a full-service community which provides traditional municipal services including police, fire, public works, recreation, finance, economic development, planning and zoning, building inspection and code enforcement.

The City’s total General Fund Budget is $11,093,243 for fiscal year 15/16. Other special funds, including Municipal Road Aid, Tower Park, Debt Service, Capital Projects, and Solid Waste, total an additional $2,600,000. The City budgets and spends conservatively and maintains a healthy budget reserve to address unforeseen situations.

The City of Fort Thomas maintains approximately 70 full-time employees and up to 30 part-time and seasonal employees. Approximately 75% of the full-time employee base is represented by AFSCME, FOP and IAFF labor unions. The City Administrative Officer is the chief negotiator for each of these union contracts.

CANDIDATE QUALIFICATION CRITERIA

The ideal candidate will be a proactive, exceptional leader who possesses the highest level of integrity as well as someone who is energetic and enthusiastic. This candidate will be someone who is upbeat and positive. The candidate will be analytical and always seek better, faster, more efficient and more effective ways to solve problems and achieve the goals of the City.
The following factors have been identified as ideal attributes for the City Administrative Officer to possess in order to function effectively in the position:

- Education
- Experience
- Management Style
- Leadership with integrity

**Education and Experience:**

- This is not an entry level position.
- Bachelor’s Degree in public administration, business management or closely related field, supplemented by considerable increasingly responsible experience in public management, preferably as a city administrative officer or city manager.
- Minimum of five years of appropriate professional level experience, or any combination of education, training, and experience which provide the desired knowledge, skills and abilities to effectively perform the duties of the position.
- Experience and education must cover several facets of public municipal management.
- A Masters Degree in Public Administration is preferred.
- Must be bondable and have a valid driver’s license.

**Management Style:**

- Leads with integrity and has a high sense of personal and professional ethics.
- Possesses excellent interpersonal communication skills and presents a professional image on behalf of the City.
- A “self-starter” who creates and implements initiatives, who is comfortable working with limited direction and who effectively communicates plans to the Mayor and Board of Council.
- Demonstrates a collaborative management style and is a team player willing to work closely with fellow employees.
- Displays an enthusiastic, positive, open and self-confident personality and is comfortable interacting with a wide variety of business and civic organizations.
- Is an effective public speaker who confidently represents the City’s position on various strategies and projects.
- Has excellent verbal and written communications skills.
- Has the ability to manage multiple critical projects with a high degree of energy and enthusiasm.

**COMPENSATION**

The salary range is $100,000 to $120,000, depending on qualifications, with a city-provided vehicle and an excellent fringe benefit package.

**THE PROCESS**

Resume, application and letter of interest, including personal and professional references, should be addressed to the City Attorney and marked “City Administrator Application” and submitted to the Jann Seidenfaden, City Attorney, 122 North Fort Thomas Avenue, Fort Thomas, Kentucky 41075 by September 10, 2015.