

ORDINANCE NO. 2019-7

**AN ORDINANCE OF THE CITY OF CRESCENT SPRINGS, KENTUCKY,
ESTABLISHING THE POSITION OF ZONING ADMINISTRATOR/
PROJECT COORDINATOR AND THE SALARY RANGE FOR ZONING
ADMINISTRATOR/ PROJECT COORDINATOR**

BE IT ORDAINED, by the City of Crescent Springs, Kentucky:

SECTION I

The City Council of the City of Crescent Springs, Kentucky, and the Mayor, hereby adopt this Ordinance to establish the position of Zoning Administrator/ Project Coordinator. Such position may be fulltime, or may be part-time. The Mayor shall have the discretion to hire a part-time zoning administrator/ project coordinator at an hourly rate from \$25.00 per hour to \$45.00 per hour, and the hours are not to exceed hours authorized by the Kentucky Retirement Boards, which is currently 1,200 annually. The duties of the Zoning Administrator/ Project Coordinator are set forth in the attached Exhibit "A" and are incorporated herein by reference.

SECTION II

The Mayor is hereby granted the discretion to hire a part-time zoning administrator/ project coordinator with a compensation for such position to be set at the range of \$25.00 per hour to \$45.00 per hour. The salary range for a fulltime zoning administrator/ project coordinator shall be set forth in an adopted appendix to the City Personnel Policy, to be adopted by Council, if necessary.


SECTION III

All Ordinances, or parts of Ordinances, that conflict herewith are, to the extent of such conflict, hereby repealed. The Ordinance shall be effective from its passage and publication according to law.

CITY OF CRESCENT SPRINGS, KENTUCKY

By: 
LOU HARTFIEL, Mayor

ATTEST:


APRIL ROBINSON, City Clerk/Treasurer

Date of First Reading: June 5, 2019

Date of Second Reading and Enactment: June 10, 2019

City of Crescent Springs
Position Description

Class Title: Zoning Administrator/Project Coordinator
Department: Administration
Supervisor: City Administrator or the Mayor
Supervises: Code Enforcement Officer

Class Characteristics:

- Works closely with and under the general supervision of the City Administrator or the Mayor
- To identify and implement economic development initiatives on a city-wide basis
- Administers and enforces building and zoning codes, ordinances and does related work as required
- Take on other specific projects as assigned

General Duties and Responsibilities:

- Meets with perspective developers, owners and/or engineers to discuss potential projects
- Perform site inspections
- Provides staff support to the City's Board of Adjustments
- Works closely with the City Administrator and the Mayor in developing and implementing annual capital improvement program for city

Essential Functions:

- Ability to understand, interpret and enforce all applicable codes and ordinances relating to construction and use of property
- Must be able to establish and maintain effective working relationships with city departments, contractors, builders, boards/commissions and the general public
- Ability to communicate well with other employees and residents
- Ability to read and interpret technical plans and specifications
- Must be able to function in an environment where diversity of opinions and positions often exist

Supervisory Duties and Responsibilities:

- Performs direct supervision of the Code Enforcement Officer