

ORDINANCE NO. 2020-10

AN ORDINANCE OF THE CITY OF CRESCENT SPRINGS, KENTUCKY, AMENDING ORDINANCE 2019-7 REGARDING THE POSITION OF ZONING ADMINISTRATOR/PROJECT COORDINATOR, RETITLING IN WHICH THE POSITION IS RETITLED AS THE ASSISTANT CITY ADMINISTRATOR/ZONING ADMINISTRATOR AND THE ADOPTION OF AN AMENDED POSITION DESCRIPTION

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CRESCENT SPRINGS, KENTUCKY:

Section I

City Council of the City of Crescent Springs, Kentucky, and the Mayor, hereby adopt this Ordinance to amend Ordinance No. 2019-7, which established the position of Zoning Administrator/Project Coordinator. The position is hereby amended to be named Assistant City Administrator/Zoning Administrator. Nothing in this Ordinance changes or alters the part-time position or the hourly rate that is set forth in Ordinance 2019-7. However, the duties of the Assistant City Administrator/Zoning Administrator are hereby set forth in the attached Exhibit "A," and incorporated herein by reference. The duties as described in Exhibit "A" to Ordinance 2019-7 are hereby stricken.

Section II

No other parts of Ordinance 2019-7 are changed or altered, except that the title, instead of Zoning Administrator/Project Coordinator, is Assistant City Administrator/Zoning Administrator. The compensation for part-time and fulltime shall remain the same as set forth in the adopted appendix to the City Personnel Policy.

Section III

All Ordinances or parts of Ordinances that conflict herewith are, to the extent of such conflict, hereby repealed.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

CITY OF CRESCENT SPRINGS,
KENTUCKY

By: 
LOU HARTFIEL, MAYOR

ATTEST:

April C Robinson
APRIL ROBINSON, City Clerk/Treasurer

Date of First Reading: August 24, 2020

Date of Second Reading and Enactment: September 14, 2020

City of Crescent Springs

Position Description

Class Title: Assistant City Administrator / Zoning Administrator

Department: Administration

Supervisor: Mayor or the City Administrator

Supervises: Various Personnel as Assigned

Class Characteristics:

- Under general administrative direction, serves as Zoning Administrator and Assistant to the City Administrator for the city;
- Works under the general supervision of the City Administrator or the Mayor;
- Assists the city administrator with administrative functions as directed;
- Oversee management of city projects as needed;
- Keep the city administrator informed about current or emerging problems and project status;
- Assist to identify and implement economic development initiatives on a city-wide basis;
- Administers and enforces building and zoning codes and ordinances; and does related work as required;

General Duties and Responsibilities:

- Serves as the City Administrator in his or her absence;
- Serves as the Zoning Administrator for the city;
- Attend and participate in city council meetings as required;
- Make presentations before the city council and other city boards as needed;
- Coordinates communication channels between the city and other governmental agencies at the federal, state and local levels;
- Meets with perspective developers, owners, and/or engineers to discuss potential projects;
- Provides staff support to the City Board of Adjustment;

Essential Functions:

- Coordinate activities with other city departments as required;
- Work with the Mayor, City Administrator, and staff in developing and implementing the annual city budgeting and strategic planning processes; Ability to understand, interpret and enforce all applicable codes and ordinances relating to construction and use of private property;
- Must be able to establish and maintain effective working relationships with the other city departments, contractors, builders, boards/commissions, and the general public;
- Ability to communicate accurately with other employees and residents;
- Ability to read and interpret technical plans and specifications;
- Must be able to function in environment where diversity of opinions and positions often exist;

Supervisory Duties and Responsibilities:

- Performs direct supervision of various personnel as assigned;