

ORDINANCE NO. 861-2019

AN ORDINANCE OF THE CITY OF DRY RIDGE, GRANT COUNTY, KENTUCKY CREATING THE NON-ELECTED CITY OFFICIAL OF CITY ADMINISTRATOR AND AMENDING THE DRY RIDGE PAY PLAN TO INCLUDE THE POSITION OF CITY ADMINISTRATOR

WHEREAS, the City of Dry Ridge does not currently have within its job classification the position of City Administrator; and

WHEREAS, with the complexities and challenges facing the City of Dry Ridge and other cities throughout the Commonwealth of Kentucky, the Dry Ridge City Council and Mayor of Dry Ridge are creating the position of City Administrator to manage the day to day operations of the City of Dry Ridge and to work with other municipalities in Grant County.

NOW THEREFORE, be it ordained by the City of Dry Ridge in Grant County Kentucky as follows:

Section 1.0 Job Descriptions and Titles

The City of Dry Ridge adopts the following job description and title for the City Administrator.

POSITION SUMMARY

- Under the direction of the Mayor, direct and supervise all Department Heads and employees in the efficient delivery of municipal services; establish and maintain an organizational structure of offices, departments, positions and units within the City in the interest of efficient, effective and economical conduct of the City's business. Plan, organize, coordinate and direct economic development activities of the City development and implement long-range strategies to ensure the economic health and vitality of the City. Coordinate with other City Departments to ensure long-term, quality economic growth in the City, acts as liaison with State and Federal agencies in obtaining grants and oversees and manages the building and zoning, codes and nuisance enforcement activity of the City.

ESSENTIAL FUNCTIONS

- Manages the day-to-day operations and internal affairs of the City of Dry Ridge.
- Advise the Mayor of the city in policy formulation on overall problems of the city;
- Have major responsibility for preparation and administration of operating and

- capital improvement budgets under direction of the executive authority;
- Advise the Mayor of the city in the appointment of subordinate administrative personnel if not delegated appointment authority by appropriate order; and
 - Have continuing direct relationships with operating department heads on implementation and administration of programs.
 - Develops policies, procedures and processes as needed to implement the decisions of the Mayor and City Council.
 - Liaison with other governmental and service agencies.
 - Recommends to the Mayor appointments of department heads and staffs as provided by state laws and /or local ordinances.
 - Assists in the preparation of the annual budget and capital improvement programs and submits estimates to authorized elected officials for approval.
 - Monitors overall fiscal activity of the city to assure compliance with established budget.
 - Develops relationships with and assists existing businesses.
 - Recruits new businesses.
 - Assists in the planning for future development of commercial, industrial and residential areas.
 - Recommends zoning regulations as they apply to community and economic development.
 - Recommends code and nuisance regulations as they apply to the community.
 - Ensures all building, zoning, codes and nuisance violations are addressed and corrected in a timely manner.
 - Assists in developing and implementing economic incentive programs for the City.
 - Develops and oversees programs for increasing property values while ensuring affordable housing at all price points.
 - Maintains an effective working relationship with Grant County Chamber of Commerce, Grant County Joint Industrial Authority, Northern Kentucky Chamber of Commerce, Kentucky Cabinet for Economic Development, Kentucky Association for Economic Development and other related organizations.
 - Completes special projects as assigned by the Mayor.
 - Performs the duties of the Building and Zoning Administrator as needed.

Section 2.0 Pay/Wage Plan

Further, the City of Dry Ridge adopts a new Pay/Wage Plan for this Non-Elected Officer position to coincide with the new job title and job description. The pay-band for this the position of City of Dry Ridge City Administrator shall be a Grade 113.

Section 3.0 – Provisions Severable

The provisions of this Ordinance are severable; and the invalidity of any provision of this Ordinance shall not affect the validity of any other provision thereof; and such other provisions shall remain in full force and effect if they remain valid in the absence of those provisions determined to be invalid.

Section 4.0 – Conflicting Ordinances Repealed

All other ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5.0 – Effective Date

This Ordinance shall be effective as soon as possible according to law.

This Ordinance shall be effective as soon as possible according to law.

Adopted this 25 day of MARCH, 2019.

1st Reading - MARCH 18, 2019

2nd Reading - MARCH 25, 2019

Vote: 3, Yes, 3, No

Mayor Brockman voted Yes to break the tie

City of Dry Ridge,
Grant County, Kentucky

By: _____

Greg Brockman
Mayor

Attest: _____

Amy Kenner
Clerk