

POSITION ANNOUNCEMENT

CITY ADMINISTRATIVE OFFICER CITY OF TAYLOR MILL, KY

The City of Taylor Mill (population 6,756), located in Northern Kentucky, is seeking a motivated and proven manager with experience fostering cooperation and operating in a dynamic, highly visible, multi-task environment to serve as City Administrative Officer (CAO). Annual budget of \$4.6M. The CAO is responsible for managing the overall daily operations of the city and implementing policies established by the Mayor and City Commission.

Bachelor's degree in public administration, business administration or related field (Master's preferred). Skills in oral and written communication, public relations, budgeting, grants, personnel, zoning and program management necessary. Past progressive management/supervisory experience required. Previous local government experience desired. Salary DOQ.

Interested candidates please submit a cover letter, resumé and salary history to:

**Taylor Mill Selection Committee
c/o NKADD
22 Spiral Drive
Florence, KY 41042**

or

executivesearch@nkadd.org

Applications will be accepted until Friday, June 22, 2018 at 4:00PM.

The City of Taylor Mill is an equal opportunity employer.