

**City Of Union Seeking City Administrative Officer (CAO).**

February 2017

Qualifications: City of Union KY is seeking qualified applicants for the City Administrator position.

Candidate should have...

- Any combination of experience in Public/Business Administration or equivalent to graduation with a Bachelor's degree. Master's degree preferred.
- 5 years of experience in local government preferred.
- 5 years supervisory experience of at least two subordinates preferred.
- Experience in effective intergovernmental relations, personal community engagement, planning, zoning, leading cohesive change, being adept at understanding and applying technological solutions to problems, and have an ability to wear multiple hats.

Responsibilities: Supervise all City Staff, work with all City Committees, Coordinate Special Projects, 5 Year Fiscal Mgt./Planning, Liaison to City Commission, Oversee Contractors and attend meetings and functions. Salary is commensurate with qualifications. Position is open until filled. Interested candidates please submit a cover letter, resume, three references and salary history to Union Selection Committee, 1843 Mt. Zion Rd., Union, KY 41091 or email with subject line CAO Search to City Clerk Kathy Porter (cityclerk@cityofunionky.org) by March 6 2017.