

CITY MANAGER ADMINISTRATIVE ORDER NO 2025- 08

AN ORDER CREATING THE WORKING TITLE “DIRECTOR OF STRATEGIC INFRASTRUCTURE INITIATIVES” FOR THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS POSITION FILLED BY KEITH BALES.

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WHEREAS, the City Manager’s duties and responsibilities include the administration and management of the City of Covington government’s operations; and

WHEREAS, pursuant to City of Covington Code of Ordinance 34.01(I)(8), the City Manager is authorized to create a “working title” for a position that “describe[s] the function[s] of [that] position in a manner that is more easily recognized for purposes of internal or external communications”; and

WHEREAS, the City’s infrastructure projects and long-term capital planning efforts require coordinated leadership and strategic oversight to ensure timely, effective, and fiscally responsible implementation; and

WHEREAS, the establishment of the working title Director of Strategic Infrastructure Initiatives will support these needs and provide clear leadership for the City’s highest-priority infrastructure programs; and

WHEREAS, it is necessary to amend the job description solely for Keith Bales to include the additional responsibilities and duties stated above, and as a result, designate Mr. Bales with the working title “Director of Strategic Infrastructure Initiatives”; and

WHEREAS, the City Manager and Director of Human Resources approve of the creation of the above stated “working title” and amendment of the job description for Keith Bales.

NOW THEREFORE,
BE IT ORDERED BY THE CITY MANAGER OF THE CITY OF COVINGTON,
KENTUCKY:

Section 1

The City Manager hereby designates Director of the Department of Public Works Keith Bales with the working title “Director of Strategic Infrastructure Initiatives”.

Section 2

The City Manager hereby amends the job description for Director of the Department of Public Works Keith Bales to include the following job duties and responsibilities: work closely with the City’s administration to assist with infrastructure projects and long-term capital planning efforts through coordinated leadership and

strategic oversight to ensure timely, effective, and fiscally responsible implementation and to work closely with City officials and senior staff to advance strategic priorities, anticipate issues, respond to opportunities, identify project needs, build strong relationships with stakeholders to help the City meet its goals and pursue its mission.

Section 3

That this order shall take effect and be in full force when executed.



CITY MANAGER

DATE: 12/01/2025