



City Administrator Executive Recruitment Brochure

The City of Calvert City, Kentucky, is seeking its next long-term City Administrator. If you're looking for a community that values innovation, strong leadership, and an exceptional quality of life, you've found the right place.

Come lead a city with a proven record of success and help shape its future.



Why Choose Calvert City?

Calvert City, Kentucky, is a welcoming, close-knit community of approximately 2,500 residents where neighbors know one another and community comes first. Nestled along the Tennessee River in Western Kentucky, Calvert City offers an affordable cost of living, safe neighborhoods, and an exceptional quality of life.

Recognized as the 2025 Kentucky League of Cities' City Government of the Year, Calvert City is known for its stable leadership, strong local economy, and commitment to serving residents. The city's exceptional organizational stability is reflected in the fact that it has had only two City Administrators since 1989, demonstrating a longstanding tradition of effective leadership, continuity, and strategic vision. Whether you're beginning your career, raising a family, or looking for a community that offers both opportunity and balance, you'll find it here.

Life in Calvert City extends beyond the workplace. The community is dedicated to promoting an active lifestyle through its connected parks and Calvert City Greenway trail system, featuring paved, lighted walking and biking trails, mountain biking paths, and easy access to Kentucky Lake. As a golf cart-friendly community, residents enjoy the convenience of traveling to parks, restaurants, local businesses, and community events with ease. Residents also enjoy award-winning golf, Kentucky Dam Village State Park, and the nostalgic Calvert Drive-In Theatre.

With a thriving industrial base, outstanding recreational opportunities, and a genuine small-town atmosphere, Calvert City offers the perfect place to build your career while enjoying a fulfilling lifestyle. Here, opportunity, innovation, and community come together to create a place you'll be proud to call home.



Demographics

Founded in 1871

Population 2525

Median Home Price \$239,900

Median Household Income \$40,000

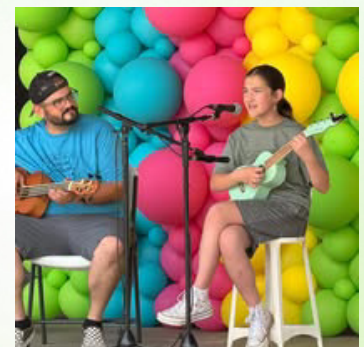
Total Housing Units 1,221

Households 1,122

Total Businesses 218

Trade Area Population 14,500

Total Employed 5,724



Government

The six-member Calvert City Council holds their regular meetings on the second Monday of every month in the City Council Chambers beginning at 5:30 PM in City Hall.



Mayor
Gene Colburn



Denae Shelton



Ralph Howard



Neeta Hale



Dustin Brown



Jeremy Rowe



Kevin Stokes



Personal Traits

- Trustworthy
- Resourceful
- Organized
- Collaborative
- Approachable

Professional Skills

- Budgeting
- Leadership
- Communications
- Staff Development
- Project Management

Our next City Administrator should be:



Good Communicator - They should be the face of Calvert City.



Organized - Plans, prioritizes, and manages tasks and resources efficiently to meet goals and deadlines.



Open-minded - A disposition to evaluate alternative viewpoints and new information objectively, without undue bias or prejudice.



Customer Service - Providing courteous, responsive, and reliable assistance to ensure residents feel valued, heard, and supported in their community.



Position Requirements

- Bachelor's degree in public administration, business administration, political science, law, engineering or related field (master's degree preferred).
- ICMA-CM is a plus
- A minimum of 3 to 5 years of executive municipal leadership experience.
- Utility management experience preferred.
- A combination of experience and education will be considered

Compensation and Benefits

- The salary range for this position is \$100,000 to \$120,000 annual.
- The City of Calvert City offers a comprehensive and competitive benefits package, including a very generous family health insurance program, vacation, and professional development support.
- Participation in the CERS – Kentucky Public Pensions Authority ensures long-term financial security.
- Professional growth is encouraged through City-paid training opportunities and professional memberships, reflecting the City's commitment to continuous development and leadership excellence.



Application Process:

To apply, please submit a cover letter, résumé, and five professional references with email addresses to: apply@arndtmunicipalsupport.com

Confidential inquiries may be directed to:

James W. Arndt

President & CEO

Arndt Municipal Support, Inc.

(217) 500-0770

First review of applications begins August 24, 2026.

The City of Calvert City, Kentucky is an Equal Opportunity Employer.

