



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: April 6, 2016
Subject: Discussion and Possible Action Regarding the Approval of Updated City Hall Job Descriptions.

Summary

Starting last Fall, staff began a process of updating all job descriptions related to City Hall staff. Many of these job descriptions had not been updated in several years (and in one case over a decade). The purpose of this exercise is to make sure each duty, task, and responsibility is accounted for at City Hall and to ensure there are no gaps or redundancy in service provisions. With the amount of turn over and reorganization that had occurred in City Hall particularly over the past few years, it was evident this process needed to be revisited.

Attached are the job descriptions for all City Hall staff with the exception of the City Administrator which was approved in 2015.

Recommendation

The City Administration recommends the City Council approve the revised 2016 City Hall Job Descriptions.