



AGENDA MEMO

MEETING NAME: Albion City Council

DATE: December 12, 2023

ITEM NAME: **CONSIDER APPROVAL OF CITY OF ALBION JOB DESCRIPTIONS AND ORGANIZATIONAL CHART**

PRESENTER(S):

BACKGROUND INFORMATION:

The Mayor and City Administrator recommend several changes to the job descriptions and organizational chart including:

- 1) Eliminating the Public Works Coordinator Job Description (position has been purposefully left vacant by Mayor for over a year while contemplating effective alternatives),
- 2) Creating a Public Works Liaison Title Tag to be appointed by Mayor to an existing Public Works employee for communication and coordination of operations,
- 3) Bringing back the Street Supervisor Job Description (specific and required Street-related responsibilities were included in the Public Works Coordinator job description that is to be eliminated),
- 4) Changing the Parks Foreman Job Title to City Groundskeeper to recognize the actual larger scope of work and responsibilities and making a full-time position (to be initially covered by an existing employee),
- 5) Changing Parks Laborer to Seasonal Laborer (opportunities to be used in other areas, street painting, etc)

Draft of Organizational Chart and Job Description affected are included in Packet.

FULL DRAFT of ALL JOB DESCRIPTIONS available at City Hall and will be available at the Meeting.

DISCUSSION:

MOTION: To approve the City of Albion Job Descriptions and Organizational Chart dated December 12, 2023.

BY:

2ND:

ROLL CALL: Porter _____ Johnson _____ Tisthammer _____ Dailey _____

SUMMARY OF DECISION: