



## REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 7/15/2025  
Agenda Section: Consent Agenda

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**Department Origination:** Administration

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**Agenda Item:** Approve the Code Enforcement Coordinator/Building Inspector Job Description and Place Position at Grade 7 of the AFSCME Pay Schedule

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**Approval Required:** Simple Majority Vote

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### **BACKGROUND**

The attached job description has been prepared upon the previous council request to create the position of code enforcement. The job description identifies the primary objective of the position, essential job functions, knowledge, skills and abilities, and required and desired qualifications to perform the position. These qualifications have been used to score the position, using the system developed by the city's consultant, to identify where the position would fall in the city's compensation plan. The position has been identified as a non-exempt, union position.

Upon approval of the job description, staff will commence the process to fill the position.

### **FINANCIAL IMPLICATIONS**

The Code Enforcement Coordinator/Building Inspector Job Description has been included in the 2025 budget and is anticipated to be included in future budgets.

### **STAFF RECOMMENDATIONS**

Staff recommends the council approve the proposed job description and place the position on pay grade 7 of the AFSCME Pay Schedule.

### **COUNCIL ACTION REQUESTED**

Motion to approve the Code Enforcement Coordinator/Building Inspector Job Description and Place at Grade 7 on the AFSCME Pay Schedule