



STAFF REPORT
11/13/2024

TO: Honorable Mayor and City Council Members

FROM: Dr. Gabriel Martin, City Manager

SUBJECT: Resolution No. 2024-62 Approving the Creation and Funding for a Full-Time Executive Assistant Position in the City Manager's Department.

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2024-62 approving the creation and funding for a full-time Executive Assistant position in the City Manager's Department.

BACKGROUND/DISCUSSION:

On March 9, 2016, Council reclassified the Executive Assistant position to a Deputy City Clerk. At the time, the Executive Assistant reported to the City Manager and provided secretarial and administrative support. However, these duties were reduced under the Deputy City Clerk classification. The Executive Assistant position has remained unfilled and unfunded since 2016.

Staff is requesting that Council approve the Executive Assistant position to provide much-needed support to the City Council and City Manager, in order to ensure that the City Council is provided with the secretary support needed to address the concerns of the residents and businesses of the City and the administrative functions of the City Manager's office are effectively carried out

The Executive Assistant position falls under the Mid-Management bargaining unit and is already listed on the Salary Schedule as Grade 17, with a salary range of \$83,129-\$106,097 annually.

ALTERNATIVE:

1. Do not approve staff's recommendation and provide Staff with direction

FISCAL IMPACT:

Approval of the position would add \$138,983 to the salary and benefits expenses of the City Manager's current operating budget from the General Fund (101)

ATTACHMENTS:

1. Resolution No. 2024-62 Approving the Creation and Funding for a Full-Time Executive Assistant Position in the City Manager's Department
2. Job Description – Executive Assistant Position
3. Job Salary Schedule