



**STAFF REPORT**  
**12/14/2022**

**TO:** Honorable Mayor and City Council Members

**FROM:** Nathan Statham, Finance Director

**SUBJECT:** Resolution No. 2022-104 approving and funding an Administrative Assistant job position in the Economic Development Department.

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**STAFF RECOMMENDATION:**

Adopt Resolution No. 2022-104 approving and funding an Administrative Assistant job position in the Economic Development Department.

**BACKGROUND:**

The City has an “Assistant” job classification series that moves progressively through responsible/qualification increases that includes Department Assistant I, Department Assistant II, Administrative Assistant and Executive Assistant. The City currently fills positions in multiple departments in the Department Assistant I & II roles. The Administrative & Executive Assistant roles are currently not filled. Compensation levels are progressive through the “Assistant” job classification series to allow for career advancement and are consistent with the associated increased responsibility/qualification levels.

The City has historically filled the Administrative & Executive Assistant roles to retain more experienced staff as a means of providing career advancement opportunities in these more general job classification categories. The City also uses more responsible/qualified positions to ensure coverage of necessary work assignments. The Administrative & Executive Assistant positions allow for broader and more responsible work assignments. When work assignments are identified that do not fall under the Department Assistant I & II job descriptions, Administrative & Executive Assistant positions are opened up to align the identified work assignment with the respective job description.

**DISCUSSION/ANALYSIS:**

City management evaluates the efficiency of work assignments on an ongoing basis and has found inefficiencies in the current role filled by one Department Assistant II position. The identified position is currently assigned work from multiple City departments and has been filled since August of 2001 with varied assignments.

Significant additional staffing needs were identified in the Economic Development Department specifically relating to grant/program administration. This need was discussed with Council during the 2022-23 budget approval process. It is recommended that the Department Assistant II position be assigned to the Economic Development Department to align with City needs and provide a more clear career path for the Department Assistant II position. However, certain identified duties in the Economic Development Department are not included in the Department Assistant II job description. Opening up an Administrative Assistant position in the Economic Development Department will allow the City the opportunity to more fully utilize the Department Assistant II position rather than continue to assign work from multiple departments.

It has been the City's long standing practice to provide opportunities for employees to grow within the organization through promotion and to transition through the various steps of a chosen career path. Opening this position for internal recruitment would continue that practice and facilitate employee growth and retention.

This position is specifically recommended to provide internal advancement opportunity and facilitate improvements in the Economic Development Department. This position is not intended to be an external recruitment and will only be opened up to existing City personnel. In the absence of an application from a qualified internal candidate, the position will not be filled. The position is also not intended as an additional position. The position vacated by a selected qualified internal applicant will be frozen (not filled without subsequent Council approval).

#### **FISCAL IMPACT:**

The minimal expected cost increase associated with this action of \$10,000 can be absorbed in the City's 2022-23 approved budget and will not result in additional appropriations. The potential annual impact is approximately \$20,000, which would be included in future annual budgets. This impact presumes the selection of a Department Assistant I (highest possible increase) as the qualified internal candidate. Based on an assessment of known qualifications, it is expected that a qualified candidate will be a Department Assistant II (as outlined in the above Discussion and Analysis section) in which case the impact to the 2022-23 budget would be \$4,500 with an ongoing annual impact of \$9,000 (most likely increase).

#### **ALTERNATIVES:**

1. Adopt staff's recommendation to approve Resolution No. 2022-104 approving and internally opening up an Administrative Assistant position in the Economic Development Department.
2. Maintain the current position level.

#### **ATTACHMENTS**

Resolution 2022-104

Exhibit 1:

Administrative Assistant Job Description