



## Agenda Item Report

**Meeting Type:** Committee of the Whole/Council

**Meeting Date:** August 19, 2025

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**Item Title:** Discussion regarding job descriptions for Administrative and Billing Clerk, Deputy Treasurer, and Human Resources Generalist.

**Submitted By:** Kendra Riddle, Interim Finance Director

### Detailed Description of Subject Matter:

The Administrative Assistant position was previously in support of Public Works and has been retitled Administrative and Billing Clerk. We would like to position this role as front line customer service for the City and have them work out of City Hall as part of the Finance team. This position can continue to support Public Works while assisting with general City customer service and assisting the Finance team where needed.

The Deputy Treasurer position job description has been reviewed and revised. The Human Resources Generalist job description has been created as this position is replacing the Human Resources Administrator. All 3 positions will be working under the Direction of the Finance Director.

DPW Admin Asst \$20.80-\$22.89	Administrative and Billing Clerk	\$20.80-\$22.89
HR Administrator \$28.29-\$30.93	HR Generalist	\$28.29-\$30.93

### List all Supporting Documentation Attached:

Job descriptions

### Action Requested of Council:

Approval of job descriptions for Administrative and Billing Clerk, Deputy Treasurer, and Human Resources Generalist.