



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: September 15, 2026

Item Title: Approval of Revised Administrative Assistant Job Description and Police Clerk Job Description Update to Public Safety Clerk.

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

After talking with respective Directors of departments and their needs it has been determined that the role within my department titled "Admin and Billing Clerk" needed to be updated to "Administrative Assistant" with revised duties that benefit Finance, DPW, Recreation, and the Clerk. With that we want to transition Fire Dept. duties back to PD under their Police Clerk who would be renamed the prior position Public Safety Clerk. Both positions were budgeted for full time in 2026 we are just needing to restructure. The Police Clerk is currently working 30-35 hours this will bring them to the full 40.

List all Supporting Documentation Attached:

Administrative Assistant – September 2026

Public Safety Clerk – 2026

Police Clerk – 2026

Action Requested of Council:

Consider and take action on Administrative Assistant and Public Safety Clerk Job Descriptions.