



## Agenda Item Report

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

**Meeting Date:** February 3, 2026

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**Item Title:** Review revised job descriptions for Police Clerk and Administrative Manager at Police Department and approve posting for the vacancy.

**Submitted By:** Dennis Weiner, Chief of Police

### **Detailed Description of Subject Matter:**

Following the recent vacancy of the Public Safety Clerk (32 hours per week police/8 hours per week fire), discussions were held and a decision was made to separate those hours and duties and reassign them accordingly.

The fire department related duties, associated with this position were absorbed by city hall staff upon the vacancy occurring, and it is anticipated that these responsibilities will continue to be handled in that manner.

Attached is an updated job description for the Police Clerk, which was the previous title prior to the creation of the combined Public Safety Clerk role many years ago by the previous Fire and Police Chiefs. This position will now report directly to a Lieutenant. The Administrative Manager job description has been amended to reflect removal of supervisory responsibilities over the Police Clerk.

Based on a review of duties, we believe that Police Clerk duties can be effectively completed within 30 hours per week and we would like to move forward on recruitment for that position.

### **List all Supporting Documentation Attached:**

Job description for Police Clerk

Amended job description for Administrative Manager.

### **Action Requested of Council:**

Discuss and approve revised job descriptions for the Police Clerk, Administrative Manager, and approve recruitment for a 30 hour per week Police Clerk.