



Agenda Item Report

Meeting Type: City Council

Meeting Date: June 2, 2026

Item Title: Consider and take action regarding an amended job description for the position of Communications and Economic Development Coordinator/Deputy Zoning Administrator

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter: In the course of performance reviews, it became clear that the duties we are asking of position have significantly changed in the last year. Furthermore, the current job description that was written many years ago requires a complete rewriting to align with modern styles of job descriptions and generally accepted standards. The proposed revised job description fully describes the duties asked of the position for 2026 and beyond.

List all Supporting Documentation Attached:

- Proposed job descriptions
- Current job description

Action Requested of Council: Approve revised job description.