



## **CITY COMMISSION STAFF REPORT**

**DEPARTMENT:** Finance

**SUBJECT:** Motion to approve revisions to the job descriptions of Accountant (Utility Billing/ Accounting Supervisor), Account Technician (Move from PT to FT), and IT Technician (Technician Senior IT) positions in the Finance Department.

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends that the Commission approve revisions to the job descriptions identified above.

**BACKGROUND OF ITEM:**

Certain job descriptions in the Finance Department are not aligned for optimum performance and or service delivery. The Accountant position assigned to supervise the Utility Billing function does not currently capitalize on the full potential of the position. The revisions to this position will broaden the responsibilities of this position to include supervision of the Accounts Payable, Accounts Receivable, and Payroll Processing.

The Accountant Technician position has incurred additional responsibility for the Park Lot operation. As such, this position is being moved from part-time to full-time.

The IT technician position has been filled by the same staff member since October 2016 and has grown/changed significantly over the past six years from an entry level to a mid-level position.

**ANALYSIS:**

The proposed revisions have been determined and or based on the Finance Department's operational requirements. These updates do not reflect the market conditions and are limited to the needs of the Department only. Any adjustment to the pay ranges and salaries will be determined by a pay and classification analysis.

**STRATEGIC PLAN:**

The proposed updates to the job descriptions should lead to meeting the goal of "Financially Sustaining Someplace Special".

**FISCAL IMPACT:**

The current fiscal impact of the changes requested is indicated below. However, this may change with the results of the current pay and classification analysis being conducted to reflect the prevailing market conditions.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
Multiple salary and Benefit lines	\$41,800.97	\$41,800.97	\$0

**ALTERNATIVES:**

The alternative is to continue with past practices that do not necessarily bring much needed innovation on how we conduct business as a small but vibrant City. With high expectations of the residents, rapidly changing technology and complex legal requirements of public business, it is necessary to update the job descriptions to meet the challenges of the future.

**ATTACHMENTS:**

Job descriptions of:

- Technician Senior IT
- Accountant Technician
- Utility Billing/Accounting Supervisor