



CITY COMMISSION STAFF REPORT

DEPARTMENT: Community Development

SUBJECT: Motion to approve the job descriptions for the ERP Administrator and Building LBTR Senior Administrative Specialist positions in the Community Development Department.

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the Commission approve the job descriptions for the ERP Administrator and Building LBTR Senior Administrative Specialist positions in the Community Development Department.

BACKGROUND OF ITEM:

On September 27th 2022, the City Commission adopted Ordinance No. 22-22 on second reading approving the annual budget for fiscal year 2022-2023. The annual budget included the creation of two new position in the Community Development Department listed below:

ERP Administrator

The ERP Administrator is responsible for installing, upgrading, configuring, maintaining, analyzing and repairing integrated software systems and subsystems that work together in the furtherance and implementation of electronic services and processes for the Building Division of the Community Development Department. The ERP Coordinator will coordinate with the City's IT personnel to oversee general maintenance and the integration of computer operations, support existing modules and implement new modules as they relate to the electronic environment of building services. They will provide direction, information, and recommendations regarding network configurations and installations as they relate to the Building Division's electronic processes.

Building/Local Business Tax Receipt Senior Administrative Specialist

The Building Division Senior Administrative Specialist will be responsible for advanced administrative processes with a focus on Business Tax Administration. This position will be tasked with creating and establishing procedures, forms, filing systems to improve efficiency in administrative operations specific to the Building Division and Business Tax processes of the Community Development Department, responding to inquiries from the general public regarding Business Tax requirements, permit inspections and public records requests, reviewing and processing Business Tax applications for compliance with City, State, Federal requirements.

ANALYSIS:

The Community Development Director has evaluated the needs of the Department specifically regarding the future implantation of the electronic permitting and plan review system as well as dedicated personnel to manage the administrative process of the City's Building/Local Business Tax Receipt division. The Community Development Director is recommending the approval of the job descriptions as attached.

The pay grades for these positions are consistent with the City's approved pay scale plan and does not reflect current market conditions. Any adjustment to the pay ranges and salaries will be determined by future pay and classification analysis.

STRATEGIC PLAN:

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

FISCAL IMPACT:

<u>General Ledger Acct. Number TBD</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
ERP Administrator (Salary & Benefits)	\$69,851.00 - (Salary) \$107,383-(Salary & Benefits)	TBD	TBD
BLD-LBTR Senior Administrative Specialist (Salary & Benefits)	\$55,050.00- (Salary) \$89,754.00-(Salary & Benefits)	TBD	TBD

ATTACHMENTS:

1. Job Description – ERP Administrator
2. Job Description – Building Senior Administrative Specialist
3. City Pay Scale Plan

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forwar...	09/30/22 05:03 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	09/30/22 05:04 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	09/30/22 05:06 PM
Consent Agenda			
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	09/30/22 05:22 PM
Allen, Tedra	END WORKFLOW - APPROV...		09/30/22 05:24 PM