



**City Council Agenda Memo**

**Crest Hill, IL**

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<b>Meeting Date:</b>	<b>August 28, 2023</b>
<b>Submitter:</b>	<b>Lisa Banovetz, Director of Finance on behalf of Steve Gulden, Interim City Administrator</b>
<b>Department:</b>	<b>Treasurer's Office/City Administrator's Office</b>
<b>Agenda Item:</b>	<b>Consideration to Create a Social Media Specialist Position</b>

**Summary:** Steve Gulden will provide City Council with a summary for the job description for the position of a Social Media Specialist.

**Recommended Council Action:** Decide if the Council would like to create the position for a Social Media Specialist.

**Financial Impact:**

**Funding Source:** Community and Economic Development Contracted Services,  
General Fund

**Budgeted Amount:** \$0

**Cost:** Range to be Discussed with City Council

**Attachments:** Social Media Specialist Job Description