



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	October 23, 2023
Submitter:	Dave Strahl, Interim Human Resources Representative
Department:	Human Resources
Agenda Item:	Consideration of authorizing the position of Communication Specialist

Summary: City staff recommends the creation of this additional position to focus on promoting the city brand and coordinating communication efforts on social media and other traditional media options. In addition, the incumbent would coordinate departmental messaging with operational departments to ensure a consistent and accurate message is conveyed to the residents.

Recommended Council Action: Approval of the position and approval to proceed with hiring process. This position would not be a union position and not subject to civil service.

Financial Impact:

Funding Source: General Fund

Budgeted Amount:

Cost: Position wage range would be recommended between \$55,000 to \$70,000, plus benefits.

Attachments Copy of the proposed job description for the Communications Specialist.