



Agenda Memo

Crest Hill, IL

Meeting Date: July 11, 2021
Submitter: Jim Marino, City Administrator
Department: Administration
Agenda Item: Assistant City Administrator Position

Summary: Earlier this year the Human Resources Director position was eliminated to be replaced with an Assistant City Administrator position. The 2022-23 fiscal year appropriation includes the salary for this position.

The Assistant City Administrator is responsible for fulfilling several roles and undertakes a variety of management related functions. This position manages and oversees the human resource function, researches, develops, and implements human resource programs, policies, procedures, and provides support to departments on human resources issues and concerns. The Assistant City Administrator assists in researching, analyzing, developing, implementing, and coordinating various projects and programs and resolving problems across the city's organizational structure. Other functions include overseeing social media, website, and helping to implement new software, innovative technologies, and best management practices.

I have been working with GovHR to prepare the recruitment for the position. The position announcement will be posted online once this position is created.

Recommended Council Action: Direct staff to prepare an ordinance creating the position of Assistant City Administrator.

Financial Impact: The salary range is \$110,000 - \$125,000. A lesser amount was appropriated knowing that the position would not be occupied for the entire fiscal year.

Funding Source: General Fund

Budgeted Amount: \$100,000

Cost: TBD

Attachments: Job description