



## Engineering Memorandum

October 29, 2025

RE: November 4<sup>th</sup> City Commission Meeting

### **ENGINEERING & COMMUNITY DEVELOPMENT COORDINATOR JOB DESCRIPTION**

For your consideration is a job description for the Engineering & Community Development Coordinator. The pay grade change for this position was approved with the 2026 budget from a G-11 to a G-12. Key attributes to support the need for the pay grade increase are:

- Prepares and organizes all building permits for the City of Dickinson which is a large amount of individual transactions, and the total amount of the transactions is significant
- Handles the sales of the City owned cemetery plots and Mausoleum crypts and niches.
- Handles large amounts of data entry which requires consistency and accuracy for quality data integrity

The Engineering & Community Development staff recommends approval.

