



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: 08/11/2020

Agenda Item Wording: **Approval of Revised Job Description for the Dripping Springs Ranch Park Event Center Coordinator.**

Agenda Item Requestor: Tina Adams, DSRP Event Center Manager & Kelly Schmidt, Parks & Community Services Director

Summary/Background: The DSRP Event Center Coordinator position is currently open. The event Center Manager and Parks & Community Services Director recommend a few minor changes to the job description, which are shown in the document. The City Attorney has reviewed the revisions.

Commission Recommendations: N/A

Recommended Council Actions: Approve the revised job description.

Attachments: Revised job description.

Next Steps/Schedule: Post approved job description to city employment page.