



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: September 19, 2023

Agenda Item Wording: **Approval of the job descriptions for Deputy City Administrator II, Code Enforcement Inspector Part-Time, Records Management & Municipal Court Clerk, Park Maintenance Manager, Dripping Springs Ranch Park Program Specialist, Administrative Assistant/Grant Administrator Public Works Department, and City Electrician. Sponsor: Mayor Bill Foulds, Jr.**

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: Staff would like to post the open positions expected to be approved by City Council through the FY 2024 Budget on September 19th as soon as possible. We are asking that City Council approve the job descriptions for the positions expected to be hired in October and November. These positions are Deputy City Administrator II, Code Enforcement Inspector Part-Time, Records Management & Municipal Court Clerk, Park Maintenance Manager, Dripping Springs Ranch Park Program Specialist, Administrative Assistant/Grant Administrator Public Works Department, and City Electrician

Commission Recommendations: N/A

Recommended Council Actions: Approve the job descriptions

Attachments: Draft job descriptions

Next Steps/Schedule: Finalize the job descriptions, post jobs