



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: October 17, 2023

Agenda Item Wording: **Approval of Job Descriptions for City Administrator, Deputy City Administrator I, Park Maintenance Worker, and Intermittent Programs and Event Support Specialist.** *Sponsor: Mayor Bill Foulds, Jr.*

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: The City Council recently approved the Deputy City Administrator II job description. The City Administrator and Deputy City Administrator draft job descriptions have been revised to reflect the creation of the Deputy City Administrator II job description and the Deputy City Administrator is proposed to be renamed Deputy City Administrator I.

Six Park Maintenance Workers were approved in the FY 2024 budget. The four current DSRP Maintenance Worker positions will become Park Maintenance Workers after the Park Maintenance Manager is hired and two additional Park Maintenance Workers are scheduled to be hired in late February or early March. The Park Maintenance Worker provides overall maintenance to all park properties, facilities and structures, and other duties as assigned; performs a wide variety of semi-skilled tasks involving the maintenance and repair of park and recreation facilities and equipment.

The Intermittent Programs and Event Support Specialist serves as program and event support for Parks and Community Services' Programs, City-Wide Special Events, City Co-Sponsored Events, other Events, and Micro Events and other programs as assigned. This position will be offered to city camp and pool staff that want to work at events/programs year round. Others may also apply for this position. This position involves coordinating and facilitating activities, ensuring the safety and well-being of participants, and assisting in the operations of various events hosted by the city. The costs associated with these positions are included in the Parks & Community Services event/program budgets. If an event/program requires these positions be utilized, but it was not budgeted, its budget will be adjusted accordingly.

**Commission
Recommendations:** N/A

**Recommended
Council Actions:** Approve the Job Descriptions for City Administrator, Deputy City Administrator I, Park Maintenance Worker, and Intermittent Programs and Event Support Specialist.

Attachments: Draft job descriptions.

Next Steps/Schedule: Finalize the job descriptions; post and hire the Park Maintenance Worker position when scheduled.