



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 1, 2024

Agenda Item Wording: **Discuss and consider approval of Job Descriptions for Assistant Parks & Community Services Director, Assistant Park Maintenance Manager, and Human Resource Director, and approval of a revised job description for the People & Communications Director.** *Sponsor: Mayor Pro Tem Taline Manassian*

Agenda Item Requestor: Michelle Fischer, City Administrator & Andrew Binz, Parks & Community Services Director

Summary/Background: During the FY 2025 Budget Process, City Administrator Michelle Fischer and Parks & Community Services Director Andrew Binz submitted requests to create the positions of Assistant Parks & Community Services Director, Assistant Park Maintenance Manager, and Human Resource Director, and to revise the job description for the People & Communications Director. Funding for the new positions was approved in the Fiscal Year 2025 budget. The draft job descriptions are being presented for approval.

Recommended Council Actions: Approve the job descriptions for Assistant Parks & Community Services Director, Assistant Park Maintenance Manager, and Human Resource Director, and approve the revised job description for the People & Communications Director.

Attachments: Justifications, Parks & Community Services Department Organizational Chart, and draft job descriptions.

Next Steps/Schedule: Finalize job descriptions.