



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: November 7, 2023

Agenda Item Wording: **Approval of Job Descriptions for Deputy City Attorney and Accountant/Financial Analyst.** *Sponsor: Mayor Bill Foulds, Jr.*

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: The Deputy City Attorney and Accountant/Financial Analyst were approved in the FY 2024 budget and are expected to be hired in January.

The Deputy City assists in representing the City of Dripping Springs and is responsible for assisting the City Attorney in advising city council and city staff on all legal matters; serves as the primary legal advisor for public information act issues; and is responsible for assisting with all legal matters as directed by City Attorney, the Mayor, and City Council.

The Accountant/Financial Analyst performs financial management work with emphasis on purchasing, budgeting, audit, and accounting functions. Performs assigned duties in support of the accounting and finance activities of the City. Duties involve planning, performing, and coordinating activities related to accounts payable, accounts receivable, fixed assets, purchasing, budget, audit, and financial reporting.

Commission Recommendations: N/A

Recommended Council Actions: Approve the Job Descriptions for Deputy City Attorney and Accountant/Financial Analyst.

Attachments: Draft job descriptions.

Next Steps/Schedule: Finalize the job descriptions; post and hire for the positions.