



CITY OF  
**FORESTPARK**

## City Council Agenda Item

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**Subject:** Request to Change Job Title from Administrative Supervisor to Office Coordinator in the Planning & Community Development Department

**Submitted By:** Human Resources Department

**Date Submitted:** November 29, 2023

**Work Session Date:** December 4, 2023

**Council Meeting Date:** December 4, 2023

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**Background/History:**

Planning & Community Development would like to modify their organizational chart by changing the job title of Administrative Supervisor to Office Coordinator. Based on the duties of an Administrative Supervisor, the Office Coordinator title would be more in line with the duties the current employee performs. The jobs are in the same Pay Grade (110). This position will not be supervising anyone, however this position handles all of the administrative tasks within the department and serves as backup in the department when needed. The Planning & Community Development Director is requesting to increase the salary for this position to \$54,000 which would be comparable to other Office Coordinators in the city.

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**Cost: \$ \$6594.10**

**Budgeted for:** \_\_\_\_\_ **Yes**  **No**

**Financial Impact:** If approved this will be an increase in the salary line item for PCD.

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**Action Requested from Council:**

I would like Mayor and Council to approve the Job Title Change and the salary increase.