



## **REQUEST FOR COUNCIL ACTION**

**AGENDA DATE:** April 24, 2023

**AGENDA ITEM:** Consider approving revised/updated Assistant Community Development Director job description and authorization to post the position

**PREPARED BY:** Chery Pierzina

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### **BACKGROUND:**

The City has had an unfilled position, Zoning Administrator, in the Community Development Department, since February 2023 after the devastating loss of Eric Trast. After discussion with leadership and with the mindset of succession planning, we have revised the Zoning Administrator title and job description to Assistant Community Development Director. This revision will cover both positions, the Zoning Administrator as well as the Assistant Community Development Director and will allow the successful applicant adequate time for mentorship with Robb Mattei.

### **REQUESTED COUNCIL ACTION:**

Make a motion to (1) adopt the revised title and job description, formerly known as Zoning Administrator, to Assistant Community Development Director with a pay grade of 13 and current salary range of \$73,536 to \$93,448; and (2) authorize City staff to begin the process of filling the Assistant Community Development Director position.