



To: Mayor Bergquist & Trustees

From: Steve Kudron

Date: January 12, 2026

RE: **Consideration to Approve Resolution 01-2026, Approving Updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications**

Overview

This memorandum recommends approval of Resolution 01-2026, updating the Town of Grand Lake's Pay/Salary Grades and Job Classifications to ensure alignment between job titles, assigned duties, and compensation structure.

Background

The Board tabled this item at the January 12, 2026 Regular Meeting. Staff has made the adjustment to the 400 pay rate and corrected calculation inconsistencies. Job descriptions for the two requested job roles, admin billing and org chart are presented to the Board as a table setting. A review of existing classifications identified several positions where job titles no longer accurately reflect current responsibilities. This has created inconsistencies in role expectations and compensation clarity. The proposed updates provide a clearer organizational framework, support transparency, and establish consistency for both current staff and future hiring.

Proposed Updates

- Remove Community Engagement Manager as the role does not exist for 2026
- Add Marketing & Communications Manager (consolidating, Community Engagement and Chamber Executive Director roles); established at Pay Grade 400.
- Move Marina Director from Pay Grade 300 to 350
 - *The exempt/non-exempt status of the Marina Director position is currently under review and will be addressed separately.*
- Add Events Manager/Clerk Pro-Tem; established at Pay Grade 350
- Move Water Operator I from Pay Grade 250 to 300
- Rename Administrative Assistant/Event Manager to Administrative Assistant/Billing Support Specialist. Updated Job description
- Add Visitor Center Ambassador to Pay Grade 100



Purpose and Benefits

These updates are intended to:

- Align job classifications with actual duties performed
- Improve transparency regarding roles and compensation
- Establish a consistent baseline for current employees
- Allow flexibility for future organizational needs

Next Steps

Upon approval, the updated Pay/Salary Grades and Job Classifications document and current job descriptions will be distributed to employees for reference and implementation.

Recommended Motion

I move to approve/deny Resolution 01-2026, approving updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications.