



To: Mayor Bergquist & Trustees

From: Alayna Carrell, Town Clerk

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

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

- Rename Community Engagement Manager to Marketing & Communications Manager
- 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.*
- Rename Administrative Assistant/Events Manager to Events Manager/Clerk Pro-Tem; move from Pay Grade 250 to 350
- Move Water Operator I from Pay Grade 250 to 300
- Rename Administrative Assistant/Event Manager to Administrative Assistant/Billing Support Specialist
- 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 Resolution 01-2026, approving updates to the Town of Grand Lake's Pay/Salary Grades and Job Classifications.