



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Clerk & City Treasurer Job Descriptions

RECOMMENDED ACTION:

The attached job descriptions have been updated for the City Clerk and City Treasurer.

Both RoxAnn and Pam provided an analysis of the duties of their positions which have been included in these revised descriptions. We have also added RoxAnn's ability to act in the absence or at the direction of the City Manager.

While there is no action necessary by Council in these revisions, I recommend that Council members review the descriptions to ensure they understand the various duties these two individuals have.