



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: Jennifer Harrell

MEETING DATE: November 2, 2023

AGENDA SECTION: CONSENT

DEPARTMENT: Human Resources

TITLE OF ITEM: Utilities Inventory and Purchasing Coordinator job description – *Jennifer Harrell, HR Director*

SUGGESTED MOTION(S):

I move City Council adopt the Utilities Inventory and Purchasing Coordinator position and job description as presented.

SUMMARY:

The current Operations Support Coordinator position has taken on a broader role and is outside of that job description. The Utilities Inventory and Purchasing Coordinator position is reflective of the work that is being performed. The individual in the role of Operations Support Coordinator will be promoted to the new Utilities Inventory and Purchasing Coordinator position. The position will be classified in grade 17 in the City of Hendersonville pay scale.

BUDGET IMPACT: \$4,838.17

Is this expenditure approved in the current fiscal year budget?

If no, describe how it will be funded.

ATTACHMENTS: Utilities Inventory and Purchasing Coordinator job description