



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

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**SUBMITTER:** Jennifer Harrell      **MEETING DATE:** 01/27/2021  
**AGENDA SECTION:** CONSENT      **DEPARTMENT:** Human Resources  
**TITLE OF ITEM,  
Presenter Name, Title:** Operations Support Coordinator -Revised Job Description – *Jennifer Harrell, HR Director*

**SUGGESTED MOTION(S):** I move that City Council approve the revised Operations Support Coordinator job description and pay grade as presented.

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**SUMMARY:** Staff has reviewed the Operations Support Supervisor job description and determined it needs to be modified and the title changed due to recent internal realignment of certain Operations Support staff and specific workflow functions. It will more accurately reflect the intended duties and responsibilities of this position as we continue efforts to streamline our organizational structure and more effectively posture for future growth. Staff is recommending the position be moved from Pay Grade 13 to Pay Grade 14 due to the responsibilities of the position.

**BUDGET IMACT:** N/A

**Is this expenditure approved in the current fiscal year budget? YES / NO**

**If no, describe how it will be funded.**

**PROJECT NUMBER:** N/A

**PETITION NUMBER:** N/A

**ADDITIONAL PETITION NUMBER:** N/A

**PETITIONER NAME:** N/A

**ATTACHMENTS:**

Operations Support Coordinator – Revised Job Description

Operations Support Coordinator – Previous Job Description