



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

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**SUBMITTER:** Jennifer Harrell

**MEETING DATE:** September 28, 2022

**AGENDA SECTION:** CONSENT

**DEPARTMENT:** Human Resources

**TITLE OF ITEM:** Project Coordinator Engineering department – *Jennifer Harrell, HR Director*

**SUGGESTED MOTION(S):**

I move City Council adopt the Engineering Project Coordinator position and job description as presented.

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**SUMMARY:**

The current Administrative Assistant I position in the Engineering department has taken on a broader role and is outside of that description. The Project Coordinator position is reflective of the work that is being performed. The individual in the Administrative Assistant I role will be promoted into the new Project Coordinator position. The position will be classified in grade 14 of the City of Hendersonville's pay scale.

**BUDGET IMPACT:** \$0.00

**Is this expenditure approved in the current fiscal year budget?**

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

**ATTACHMENTS:** Project Coordinator job description