



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 4, 2025
PREPARED BY: Tracey Vasquez, Director
DEPARTMENT: Human resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on funding the Administrative Assistant II position currently on the City of Manor PayScale.

BACKGROUND/SUMMARY:

This recommendation is to reinstate funding for the Administrative Assistant II position, which has already been established within the City of Manor. After reviewing departmental needs, city staff have identified a growing demand for this support role, which assists the Director and other supervisors in coordinating various administrative processes and projects. This demand is largely due to the increasing development in both residential and commercial areas. Restoring this position will help maintain the quality and productivity expected by the City of Manor.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No, there are currently open positions in the department that can be disbursed to this one.

PRESENTATION: No

ATTACHMENTS: Yes

- Job Description
- Pay Scale

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the funding for the Administrative Assistant II position currently on the City of Manor PayScale.
