



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 7, 2025
PREPARED BY: Tracey Vasquez, Director
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Community Engagement Coordinator position and Pay Scale.

BACKGROUND/SUMMARY:

The city staff recommends establishing a Community Engagement Coordinator position while removing the Heritage and Tourism Manager position.

This position plans and implements community engagement strategies, organizes events, and manages and builds relationships with community members and organizations to foster a positive and inclusive environment. Coordinates events and engagement programs to encourage play, build awareness, and create unique experiences for the community. Assists with logistics management, purchasing and rentals, staff and volunteer scheduling, event design, and coordinating required services with other divisions, departments, and organizations. Assists with efficient project management and administrative tasks and provides customer service to participants.

Additionally, the pay range in the city-adopted Pay Scale will be updated.

LEGAL REVIEW: No

FISCAL IMPACT: No

PRESENTATION: No

ATTACHMENTS: Yes, job description and Pay Scale.

- Community Engagement Coordinator job description.
- Pay Scale Range

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve the addition of the Community Engagement Coordinator and remove the Heritage and Tourism Manager.
