



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 19, 2025
PREPARED BY: Tracey Vasquez, Director
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on adding the position of Marketing and Communications Coordinator to the current City of Manor PayScale.

BACKGROUND/SUMMARY:

The City staff recommends adding a Marketing and Communications Coordinator to the current Pay Scale.

This position will be responsible for managing public information communications, including media relations and publicity efforts, to inform the public and encourage civic involvement. The goal is to enhance awareness of the City of Manor's activities, events, and current information. Additionally, this role will lead marketing and public relations initiatives to create and maintain a positive public image of the City of Manor.

This part-time position will manage all social media channels, and create and distribute news releases, website news items, video content, and other forms of communication. Assist the Emergency Management Coordinator with media relations in a crisis or emergency.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes- Not budgeted
PRESENTATION: No
ATTACHMENTS: Yes

- Job Description
- Pay Scale

STAFF RECOMMENDATION:

City staff recommends that the City Council approve the position of Marketing and Communications Coordinator.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**