



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, September 9<sup>th</sup>, 2024

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**Subject:** Executive Team Updated Job Descriptions - City Manager, City Clerk, Finance/HR Director, Public Works Director, Development Services Director, and Chief of Police

**Category:** Consent

**Staff Contact(s):** Ryan Wagner Finance Director, Steve Burns City Manager

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### **Summary**

It was a staff priority to look at, and update job descriptions to make sure they reflect the current roles and responsibilities of Medina Employees. To start, the HR Director met and worked with each member of the Director team on his/her responsibilities and how they aligned with the previous document, making changes where necessary.

For the formatting of the job description template, community member Christina Easton provided her expertise and assisted staff in making the updates.

On June 28<sup>th</sup>, 2024, the Personnel Committee met to review and discuss the updated Job Descriptions.

City Manager Steve Burns and HR Director Ryan Wagner met to review the completed job descriptions to make sure they covered all necessary City services, to ensure that there were no gaps in responsibilities.

### **Attachment(s)**

City Manager Job Description

City Clerk Job Description

Police Chief Job Description

Public Works Director Job Description

Development Services Director Job Description

Finance HR Director Job Description

**Budget/Fiscal Impact:** N/A

**Recommendation:** Approve.

**City Manager Approval:**