

M E M O

RE: Consideration of Position Title Change and Appointment of Duties

With the resignation of the former Building and Zoning Administrator, the Council made the decision at their September 2nd Council meeting to contract with the Company SAFEbuilt to handle all of the Building Official duties that were held by the Building and Zoning Administrator.

SAFEbuilt will not be taking over any of the Planning and Zoning duties at this time; therefore, the City Administrator is recommending that Council consider adding the duties to EDA Director, Justin Schroyer's job description and also change his position title to "Community Development Director" to ensure that his title is appropriate for the position.

A Community Development Director serves as the City's lead for guiding growth, fostering economic opportunity, and ensuring thoughtful land use planning. This role combines the responsibilities of the Economic Director and the Planning and Zoning Administrator to provide a unified approach to community progress.

If the Council chooses to move forward with changing Schroyer's title and adding the Planning and Zoning duties to his job description the change will take effect immediately and the new job description will be forwarded onto David Drown & Associates to have the review and classify the position to determine if the position will require and pay grade changes?