



AGENDA ITEM SUMMARY

Item #consent 2

MEETING DATE: April 14, 2026

ITEM TITLE: Position Classification and Pay Plan Amendments

ITEM SUMMARY:

The Town Council approved the hiring of a Public Information Officer with the adoption of the current budget. After reviewing job responsibilities, it was determined that combining the duties of a Public Information Officer with those of the Administrative Assistant would be the appropriate combination while moving the financial responsibilities to a separate role. Essentially, the responsibilities of three positions are separated into two. The “Fiscal Support Specialist” will focus on Finance and HR. This position would report directly to FO/HR Director. The PIO/AA will report directly to the Town Manager. The position of Administrative Assistant at Grade 12 has been removed from the Pay Scale and replaced with the Public Information Officer/Admin. Asst. at Grade 16.

Staff requests the Council approve the addition of these town positions to the attached Position Classification and Pay Pan.

Attachments: Position Classification and Pay Plan

Job Descriptions:

Public Information Officer / Administrative Assistant

Fiscal Support Specialist