

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Job Description Updates
DATE: February 20, 2024

OVERVIEW:

Three administrative job descriptions in the PPW building are being updated and restructured for reasons that include; updated practices for the departments and the building and to remove outdated process.

As part of this process we are clarifying the separation points of the positions. Over the past few years there has been a level of overlap between police and public works admin. Administrative duties are meant to be fluid as they are the support team of the department. As these positions have evolved in their responsibilities for their main department it is no longer practical for the overlap. The departments have identified where change needs or occur and updated the descriptions to reflect that.

ACTION TO BE CONSIDERED:

Council requested to review and approve the updates as identified

Attachments:

- Records Clerk Job Description
- Administrative Assistant - Police Department
- Public Works Office Assistant