

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Job Description Updates  
**DATE:** August 19, 2024

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**OVERVIEW:**

Staff has been working on updating the job descriptions within city hall. Now that we are faced with the resignation of the Deputy Clerk – Accounting Tech we looking to create a staffing change along with the necessary updates of job descriptions..

**Existing Office Assistant and Community Development Specialist:**

This is a housekeeping step to address outdated language, outdated formatting and updated duties to meet the current position responsibilities. These positions due to technology, events or other reasons have had minor shifts in their position and we are looking to keep the job descriptions current. Changes to the language will also assist these positions to be better organized in the event they turn over.

**Office Assistant - Accounting Clerk**

Staff is proposing a change in direction with the vacancy of the Deputy Clerk / Accounting Tech. We are taking a step back to provide a greater amount of support to our current shortfalls. This change will create a second front desk office assistant that will have an emphasis on financial duties. This will allow us continued support to the general public with more flexibility and direct contact.

Staff will not fill the vacant Deputy Clerk position as it is today. The Office Assistant position is a Step 6 which is reduction in roughly \$10,000 in staffing costs for 2025.

This transition in positions is not due to the need of professional support in administration or finance, but to shift the resources and labor market expectations to focus on the front counter and continue the support for finance. The Accounting Clerk position is an existing position that was within the city structure and is being updated to support today's job duty needs. Staff is looking to post the position immediately.

**ACTION TO BE CONSIDERED:**

Council to review and approve the revised job descriptions as proposed and authorize staff to fill the position of Office Assistant / Accounting Clerk.

Attachments:

- Community Development Specialist Job Description
- Office Assistant (permit emphasis) Job Description
- Office Assistant - Accounting Clerk Job Description