



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Updating Job Description- Administrative Captain
DATE: April 28, 2025

OVERVIEW:

As the role and responsibilities of the Administrative Captain position have evolved over the past 15 months, we are updating the job description to more accurately reflect the position's current scope and daily functions

ACTION TO BE CONSIDERED:

Discussion and direction to staff

BUDGET IMPLICATION:

None

Attachments:

- Red Lined Job Description