

September 16, 2025

ITEM: New Business – Job Posting: Temporary EDA Assistant

BACKGROUND: The EDA has been successful in securing new grants to support local economic development projects. While these awards are a position step forward, they have also created additional administrative and reporting requirements that exceed the current staffing capacity of the EDA Director.

The Personnel Committee met on Thursday, September 11, 2025, and recommends hiring a part-time, temporary EDA Assistant placed on the approved part-time wage scale at Grade 17, Step 1. This position ensures compliance with grant requirements, maintains timely reporting, and continues providing high-quality service to our business community. This position would provide 16 hours per week support in grant management, meeting preparation, administrative tasks, communications, and project coordination.

The addition of temporary assistance will help the EDA manage these increased responsibilities effectively while allowing the EDA Director to focus on strategic oversight, planning and zoning, and project execution.

This position is included in the 2026 Preliminary Budget.

STAFF RECOMMENDATION: Approve/Deny Job Posting.