



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Authorization for Newly Created Position and Updated Salary Schedule.

Preferred Agenda: October 25, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: Sweet Home City Charter

Towards Council Goal: **BE AN EFFECTIVE AND EFFICIENT GOVERNMENT**

1. Update and streamline processes
2. Develop continuity in planning and permitting processes.
3. Invest in long-term staff stability & training.
4. Develop transparency in all communication.
5. Continue to implement financial “best” practices
6. Employ sound technology to maximize efficiency.

Attachments: Resolution No. 31 for 2022
Draft Communications Manager Job Description

Purpose of this RCA:

Council consideration for approval of newly created position of Communications Manager and updated salary schedule.

Background/Context:

City Council serves as the authority to approve new positions for the City’s pay plan and compensation system. Below is the job summary and salary range for the newly created position. This position is not currently included in the compensation plan and therefore require Council approval.

The Communications Manager will be responsible for all aspects of citywide communication (much like the current Communications Specialist), but in addition will provide support with technical problems and issues; meeting support; and provides technical support to employees regarding the use of computers, networks, hardware, and software.

Due to the decision-making responsibilities and confidential information, this position will be an exempt, non-represented position, and serve as part of the Executive Team reporting to the City Manager. The Communications Manager will play an important role during Emergency Response and be the direct contact and spokesperson for external communication.

Staff believes the creation of the Communications Manager position will fill the role of the Communications Specialist and internal IT, both of which are vitality important to operations.

The Challenge/Problem:

Developing a position that fits the needs of the City’s communication efforts as well as providing internal IT services.

Stakeholders:

- Community – Communication is vital for transparency and public involvement. This position will be responsible for all citywide communication to the public via the City’s website, social media, and coordination with organizations to promote events.
- Staff – There is a need for internal IT services to keep staff computers, printers, phones, and radios updated and functioning.
- Council – Council support for online meetings, monitoring public participation, and microphone and camera operations have become an important part of public meetings.

Issues and Financial Impacts:

The cost of the position is a budgeted item.

Salary: Monthly Rate: \$4, 653 - \$5,444 or annual salary of \$55,836 - \$66,328

Staff has researched like positions from comparable cities. Although not every city has a similar position. The following are examples of salary schedules for IT or communication position.

City of Independence: Communications Coordinator:	Monthly \$3,990.61 - \$5,347.80
City of Sweet Home: Communications Manager (DRAFT)	Monthly \$4,653.00 - \$5,444.00
City of Fairview: Information Systems Coordinator:	Monthly \$4,808.00 - \$6,136.00
City of Independence: IT Manager:	Monthly \$6,500.29 - \$8,711.02
City of Lebanon: IT Director Salary:	Monthly \$7,832.00 - \$10,401.00

Elements of a Stable Solution:

The City Council has identified priorities in communication. Hiring personnel to fill the newly created position will assist in implementing these priorities.

Options:

1. Option #1 – Do nothing. The position will not be created or filled.
2. Option #2 – Not approve the new position of Communications Manager or the salary schedule and director staff with amendments to bring back to Council.
3. Option #3 – Approve the position of Communications Manager and approval of Resolution No. 31 for 2022 by motion.

Recommendation:

Option #3 – Make a motion to approve the position of Communications Manager and approval of Resolution No. 31 for 2022.