

Administration Dept.

To: Finance Committee

From: Mayor McFarland

Date: November 21, 2024

Subject: Job description/title update

Background

I am writing to provide an update on the job description and title change of the Strategic Initiatives and Development Coordinator position. Ordinance 114-3(b) provides the responsibility to the Mayor to have direct responsibility for personnel administration, and 114-3(e) provides the responsibility of the Mayor to administer job descriptions and the compensation plan of the City with the assistance of the Finance Committee.

The practice has been that the job description changes that impact the budget are reviewed and approved by the Finance Committee, and that the job description changes that do not result in a compensation change are approved by the Mayor. Additionally, job titles are represented on the annual payroll resolution and those are approved by the Finance Committee and the Common Council.

As such, and in anticipation of the payroll resolution coming forward, I wanted to provide an update that the Strategic Initiatives and Development Coordinator job description has changed slightly, but not in a way that impacts salaries. Those changes are attached. They are mainly housekeeping and updating. For example, “managing the Town Square development” is removed, and we’ve added, “managing a revolving loan fund.” The other primary change is that both the summary and the title have been “flip-flopped” to put the primary emphasis on development, and the secondary on strategic initiatives. The new title is also replacing the word “Coordinator,” which doesn’t have much relatability in the economic development world, with “Manager.” I did consider using the word “Director” which is even more common in the economic development world, but I wanted to keep both some room for future advancement as the city needs dictate, and some continuity with phraseology we use in other city job descriptions.

When I created this position in 2021, I knew it would evolve into what the city needed. I think this update represents the evolution of those needs and the appropriate emphasis on how the workload occurs. Further, I think it does make this position more equitable with similar positions in our municipalities.

No action here is necessary; I only wanted to provide an update because this title is quite public facing, and the payroll resolution is upcoming.

Budget Goal

2024 Budget Goals:

1. Supports employee retention and growth, and also works to address critical staffing areas
2. Promotes and fosters innovative approaches for community development and growth

Financial Impact

No financial impact.

Recommendation

No action is required; this is an update only.