



August 17, 2022

**MEMORANDUM**

**TO:** Emily McFarland and Lisa Schwartz

**FR:** Heather Barber, Consultant

**RE:** Classification Request – Programming Director

The City provided job documentation related to this position. This is a newly-created position requiring a Bachelors Degree and relevant experience.

Based on the job documentation and our comprehensive job evaluation, it is our recommendation that this position be classified as a Grade K position.

Please feel free to contact me with questions on this review.