



Agenda Item: 13.D
Date of Meeting: February 24, 2025
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Public Works Administrative Support Specialist Job Description and Fiscal Year 2024-2025 Full Time Salary Schedule**
Prepared On: February 20, 2025
Attachments: Public Works Administrative Support Specialist Job Description
Fiscal Year 2024-2025 Full Time Salary Schedule

Background/History:

The Public Works Secretary position in the Public Works Department provides all the administrative support for the Public Works, Planning, and Building Departments. The person who is currently employed in this position has announced plans for retirement. To ensure continuity of the department's operations, a new job description and job title are being created to hire someone while the current position is still encumbered.

Analysis/Discussion:

The job description has been created to reflect the complexity and duties of the position. The job title will be Public Works Administrative Support Specialist to reflect a title that is commensurate with the job description. The salary of the position will be the same as the salary of the Public Works Secretary.

Economic Impacts:

None.

Budget Impacts:

A budget adjustment will be presented for approval prior to hiring someone into the new position.

Legal Review:

Recommended Action:

Council consideration to approve a new Public Works job description for an Administrative Support Specialist position and the revised Fiscal Year 2024-2025 Full Time Salary Schedule.

Approved By: Ethan Aukee 2/20/2025

Approved By: Deston Dishion 2/20/25

Approved By:
Approved By: