

AGENDA # O.3

Scio Township Board of Trustees

Update the Office Coordinator job title to Operations Manager and request an increase to the grade and salary

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 03/04/2026

PREPARED BY: Aurora Northrup

SUBMITTED BY: Human Resources

ITEM TYPE: Possible Action

SUGGESTED ACTION: Update the Office Coordinator job title to Operations Manager and request an increase to grade 7 and salary to step 7 effective April 1, 2026.

BACKGROUND: In the absence of an Operations Director, the Office Coordinator position has been tasked with additional duties since October 2024. This role is currently a grade 5 with the incumbent at a red-circled salary, higher than the maximum for that level. With the continued expansion of the Office Coordinator role, this management role is more in line with a leadership title, grade level 7. This realignment would also have a more appropriate salary from \$87,904 to \$93,400 step 7.

FISCAL IMPACT: \$5496/year

RECOMMENDATION: The HR Manager and Finance Director recommend approval.

MODEL MOTION: To approve the update of the Office Coordinator job title to Operations Manager and request an increase to grade 7, step 7 effective April 1, 2026.

ATTACHMENTS:

[Operations Manager_proposed_Mar 2026.pdf](#)

[ADMINISTRATIVE_COORDINATOR_OFFICE_current.pdf](#)

QUESTION: Shall this Motion be APPROVED?