

I am proposing to consolidate this structure slightly to provide better customer service and to more accurately reflect our current priorities. The Goals of this reorganization are as follows:

- Improved work product flow
- Improved customer service
- Current duties aligned with positions
- Balancing the ratio between managers and employee.
- Funding and operational efficiencies

The proposal includes:

1. Eliminating the Support Services Manager position (This position is vacant) and creating an Executive Administrative Assistant Position and a Business Development Specialist position.
2. Vacating the Building Inspector II position and creating an additional Building Inspector III position to accommodate the extensive amount of new large commercial construction that is underway.

Overall the operational funding in the budget will not change as the majority of the cost of the changes will be neutral and any additional cost will be covered by other funding sources outside of the operational budget.

- The 2023 budget included a position for a support services manager, this position is currently vacant and at a significantly higher pay scale (\$47.32) than the position being proposed above. I am requesting to eliminate this position, create the Executive Administrative Assistant position and a Business Development Specialist in place of this.
- Executive Administrative Assistant-Every department in the City has an Executive Administrative Assistant position, however, City Development currently does not. A department that includes 4 different divisions with over 35 staff members desperately needs a specifically identified administrative point of contact to coordinate all clerical duties amongst all of the divisions Pay rate: (\$24.48-\$31.46/hr)
- Business Development specialist position will be primarily grant/TID funded and will focus on TID implementation and small business assistance. Position will be graded at a Grade I (\$29.15-\$37.46)
- Within the building division I would like to vacate the Building Inspector II position and add another Building Inspector III position to accommodate the significant increase in our commercial inspection requirements with all of the new construction.