City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: February 20, 2018
Council Bill No. 2018-600

ITEM: amends the classification and job descriptions adopted by Ordinance No. 2012-173 and authorizes new classification for the Parks and Recreation Department

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Originating Department: Parks and Recreation

Attachments: 2018-600 - (1) Athletic Coordinator Job Description
2018-600- (2) Concession Coordinator Job Description
2018-600– (3) Golf Lead Cashier Job Description
2018-600- (4) Council Bill No. 2018-600

Department Head: Paul Bloomberg
Human Resources Director: Dave Allgood
Finance Director: Leslie Haase
City Attorney: Peter Edwards
City Manager: Samuel L. Anselm

Recommended Action: Approval of Job Descriptions

SUMMARY/REQUEST:

This Council Bill approves updating and adding the job descriptions for the Parks and Recreation Department which are attached.

STAFF SUMMARY:

These job descriptions changes are needed to provide a more detailed outline of job duties and to assign the proper duties and responsibilities to the staff. These changes will provide for a more efficient and effective organizational structure.

The City Manager has approved these changes. The job descriptions were prepared and approved by Human Resources and approved by the Personnel Board on January 19, 2018. There are no changes in the pay plan as result of this council bill.

RECOMMENDATION:

Staff recommends this Council Bill be approved on First Reading.