


**OFFICE OF THE CITY MANAGER
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-074
FEBRUARY 19, 1996 AGENDA**

SUBJECT:	TYPE:	PREPARED BY:	SUBMITTED BY:
NEW AND REVISED JOB SPECIFICATIONS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE PERSONNEL ADMINISTRATOR	 ERIC K. ANDERSON CITY MANAGER

SYNOPSIS —

It is requested that the following new and revised job specifications be approved.

New: Management Intern, SPM Range 13, \$20,493-24,506
 Convention Center Sales and Administration Manager, SPM Range 29, \$41,551-49,957
 Convention Center Account Executive, SPM Range 21, \$29,909-34,943
 Golf Course Technician, CIPEC Range 20, \$25,827-30,877

Revised: Park and Recreation Development Manager (formerly Park Superintendent), SPM Range 32,
 \$47,685-58,022.

FISCAL IMPACT —

Funding for these positions is provided in the proposed 1996-97 Operating Budget.

RECOMMENDATION —

Approval.

BACKGROUND —

These job specifications have been prepared as part of the reorganization plan presented to the City Council.