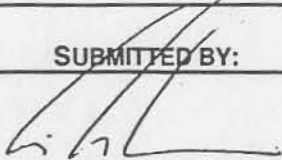


OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 96-085
FEBRUARY 26, 1996 AGENDA

SUBJECT:	TYPE:	PREPARED BY:	SUBMITTED BY:
NEW JOB SPECIFICATION - PERMIT & DEVELOPMENT ADMINISTRATOR	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE PERSONNEL ADMINISTRATOR	 ERIC A. ANDERSON CITY MANAGER

SYNOPSIS —

The Community Development Director recommends establishment of a new job specification entitled Permit and Development Administrator. This new position will be responsible for overseeing the City's Permit and Development Center activities, and determining and implementing the Center's policies and long range program plans. Creation of this position is an essential part of the overall plan to reorganize and improve the Permit and Development Center.

The position will be assigned to Range 34A (\$53,763 - \$68,130) of the Supervisory, Professional, and Management (SPM) pay plan.

FISCAL IMPACT —

N/A

RECOMMENDATION —

Approval.

BACKGROUND —

The Community Development Director recommends the new job classification of Permit and Development Administrator. This position is essential in improving the City's overall building review, permitting, and processing actions and procedures. In order to achieve improved customer service it is essential to consolidate division staff in reporting to a single administrator who is responsible for the overall operation of the Permit and Development Center.