

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

**CITY COUNCIL COMMUNICATION 96-233  
JUNE 3, 1996 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
NEW JOB SPECIFICATIONS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE CIVIL SERVICE/PERSONNEL ADMINISTRATOR

**SYNOPSIS —**

The budget reorganization adopted by City Council on March 4, 1996 necessitates the establishment of three new job specifications:

Public Works Services Administrator	SPM Range 34A	\$53,763 - \$68,130
Data Input Coordinator	SPM Range 22	\$30,470 - \$36,548
Special Assistant for Federal Programs	SPM Range 29	\$42,459 - \$51,207

**FISCAL IMPACT —**

Funding for these positions is included in the budget approved by Council on March 4, 1996.

**RECOMMENDATION —**

Approval.

**BACKGROUND —**

The Public Works Services Administrator, assigned to Range 34A (\$53,763 - \$68,130) of the Supervisory, Professional and Management (SPM) pay plan, will be responsible for administering and directing the operational activities of the newly established Public Services Division. These duties include supervising operational staff, developing and directing departmental communications, and monitoring departmental budget activity.

The Data Input Coordinator, assigned to Range 22 (\$30,470 - \$36,548) of the SPM pay plan, will serve as a lead worker with responsibility for planning, coordinating, supervising and converting source documents into computer acceptable form, as well as performing data entry duties as required.

In the Community Development Department, it is proposed that the Program Administrator position be diminished and a new position, Special Assistant for Federal Programs, be created. The new position will have responsibility for a broad range of activities, including program planning, coordination, and implementation of housing and community development programs, as well as administrative duties in performance measurement of operating agencies. The position will also provide the department greater flexibility in implementing significant operational changes brought about by the restructuring of the Community Development Department, including responding to new initiatives at the State and Federal levels and responding to citizen boards' concerns regarding services and support.