



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

99-189

SYNOPSIS -

AGENDA:

MAY 3, 1999

The City Manager has recommended the adoption of a new job specification, Economic Development Coordinator. This position, under the direction of the Deputy City Manager, will manage, negotiate, and facilitate the public actions required for designated private developments and retain and create new jobs to increase the City's tax base.

SUBJECT:

NEW JOB
SPECIFICATION --
ECONOMIC
DEVELOPMENT
COORDINATOR

FISCAL IMPACT -

The position will be assigned to Range 31 (\$51,069 - \$61,925) of the Supervisory, Professional, and Management (SPM) Pay Plan. This salary range was established in order to be competitive in local and regional markets and to be able to attract and maintain highly qualified applicants in this position, critical to the City's growth and downtown development efforts.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

Funds for this classification are available in the Fiscal Year (FY) 1999 and FY 2000 Budgets.

SUBMITTED BY:

WILLIAM STOWE
HUMAN
RESOURCES
DIRECTOR

RECOMMENDATION -

Receive and file new job specification of Economic Development Coordinator.

BACKGROUND -

The City Manager has an immediate need for a new job specification entitled Economic Development Coordinator. There are currently two existing classifications in the Economic Development Division, Project Manager and Development Financing Coordinator. Currently, incumbents in both positions are performing like duties. Additionally, there is an existing position vacancy. Accordingly, a new job specification is

needed which meets the needs of the division and reflects the duties being performed by all incumbents.

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