Consider Amending the City’s Classification Schedule - Administrative Services Manager
Notes:

1. Positions were identified in the Fiscal Year 17/18 Budget with potential reclassifications, or the addition of an Office Assistant. These reclassifications and additions are subject to further evaluation.
Proposed Administrative Services Department

ADMINISTRATIVE SERVICES DIRECTOR

IT Contract or IT Administrator

ADMINISTRATIVE SERVICES MANAGER
Risk management, daily oversight of accounting functions, accounting, budget

MANAGEMENT ANALYST
Payroll, benefits, position budgeting, related year-end financial disclosures

ACCOUNTANT (.750)

SENIOR ACCOUNTING ASST. (.750)
Purchasing, AP, financial software, back-up support for IT function

ADMIN. TECH
Revenue Receipting, Administrative Support, AP

OFFICE ASST.
Revenue Receipting, Records retention (.50)

MANAGEMENT ANALYST (1,3)
Revenue, budget, cost allocation, fees

CEMETERY

HYPERBARIC CHAMBER

OFFICE ASST. (.50)
Subject to Review

OFFICE ASST. (.50)

Notes:
1. Positions were identified in the Fiscal Year 17/18 Budget with potential reclassifications, or the addition of an Office Assistant. These reclassifications and additions are subject to further evaluation.
2. Eliminates approximately .390 Contract Chief Accountant and Risk Manager; and adds an Administrative Services Manager.
3. Management Analyst responsibilities could be interchangeable, position title of Management Analyst under the Administrative Services Manager may change.