



INTEROFFICE MEMORANDUM FROM THE ECONOMIC DEVELOPMENT DEPARTMENT

Date: April 13, 2015

To: Douglas E. Smith, City Manager

From: Benjamin J. Ziskal, AICP, CEcD, Director of Economic Development 

Re: Administrative Position Reclassification

On March 23, 2015, Economic Development Assistant Alyson Morales submitted a letter of resignation, ending her employment with the City of Margate, effective April 3, 2015. As we move forward to fill this vacancy, I request a reclassification for this position from Economic Development Assistant at pay grade 13 to Office Manager at pay grade 19.

The Economic Development Department currently consists of five (5) distinct disciplines, with each of the six (6) employees reporting directly to the Director. (see ATTACHMENT A). For the proposed FY 2016 budget, I have requested that the Economic Development Assistant position be reclassified to an Office Manager position (see ATTACHMENT B).

The Economic Development Assistant is a highly visible position in the City, having interaction on a regular basis with managerial staff and department heads of several other city departments and appointed members of the Board of Adjustment and the Planning and Zoning Board. This staff member is responsible for all administrative functions of the department, including: payroll; purchasing; accounts payable and receivable; records management; arranging travel accommodations, event registrations, and meeting schedules; advertising; posting public notices; preparing agendas and minutes; filling in for the Local Business Tax Receipt specialist in her absence; and representing the Director if he is unavailable.

The reclassification of this position will accomplish two (2) major goals of the request:

First, it will provide the individual in this position with compensation similar to those accomplishing the same tasks in other departments throughout the City. Several city departments currently have an Office Manager who is responsible for carrying out the administrative responsibilities of their department, as well as supervising other administrative staff members. Furthermore, the CRA Coordinator holds roles and responsibilities similar to those of the Economic Development Assistant with the pay grade of an Office Manager. This reclassification would not only be consistent with my FY 2016 proposed budget, but would provide consistency across the various departments.

Second, the reclassification would provide a supervisory position and appropriate hierarchy within the administrative function of the Department, providing for a more effective and efficient internal command structure. My proposal would provide for the Local Business Tax Receipt Specialist to report directly to the Office Manager, rather than to the Director. This chain of command would be consistent with other municipal departments having OS II positions and Office Managers, by creating supervision within the administrative function of the department, as opposed to have both positions reporting to the Director.

This proposal will bring the Economic Development Department's administrative staff in line with other departments, creating consistency in compensation for duties and responsibilities, and will increase the efficiency within the Department by clearly establishing a chain of command within the administrative division of the Department.

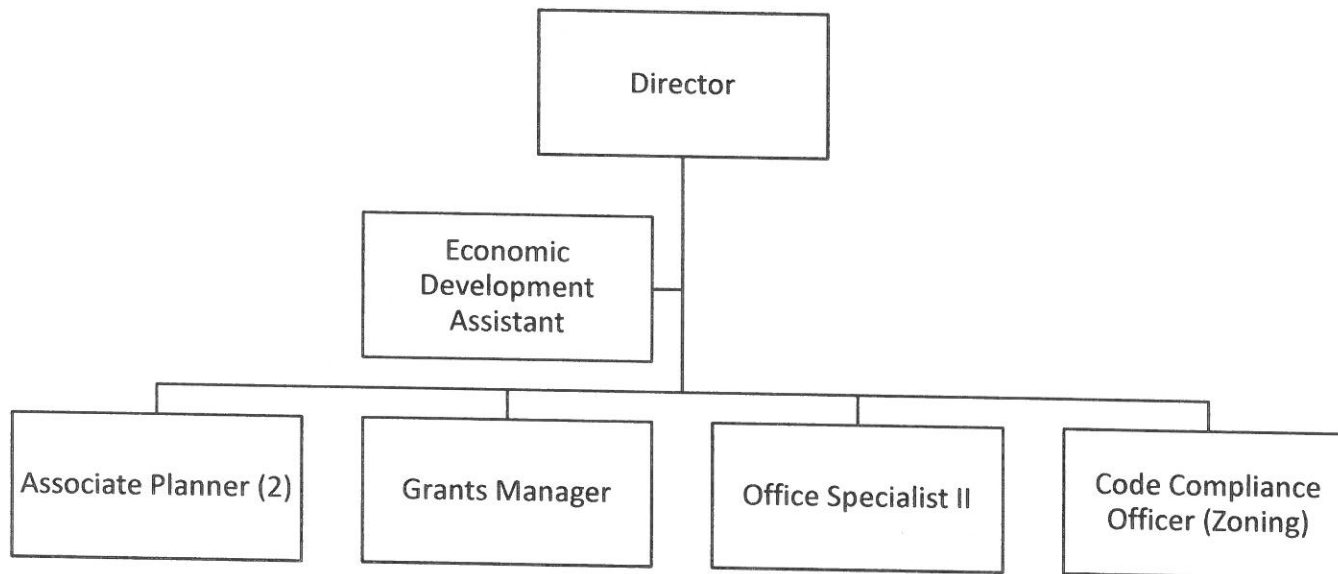
Although the FY 2016 budget does not become effective until October 1, 2015, I have asked that this reclassification be considered now, while we conduct a search for a replacement. I believe that the Department and the City would be best served by reclassifying the position now, so our search to fill the vacancy can be properly tailored and applicants can be evaluated accordingly.

I trust this memo provides the necessary information needed for further discussion and/or direction.

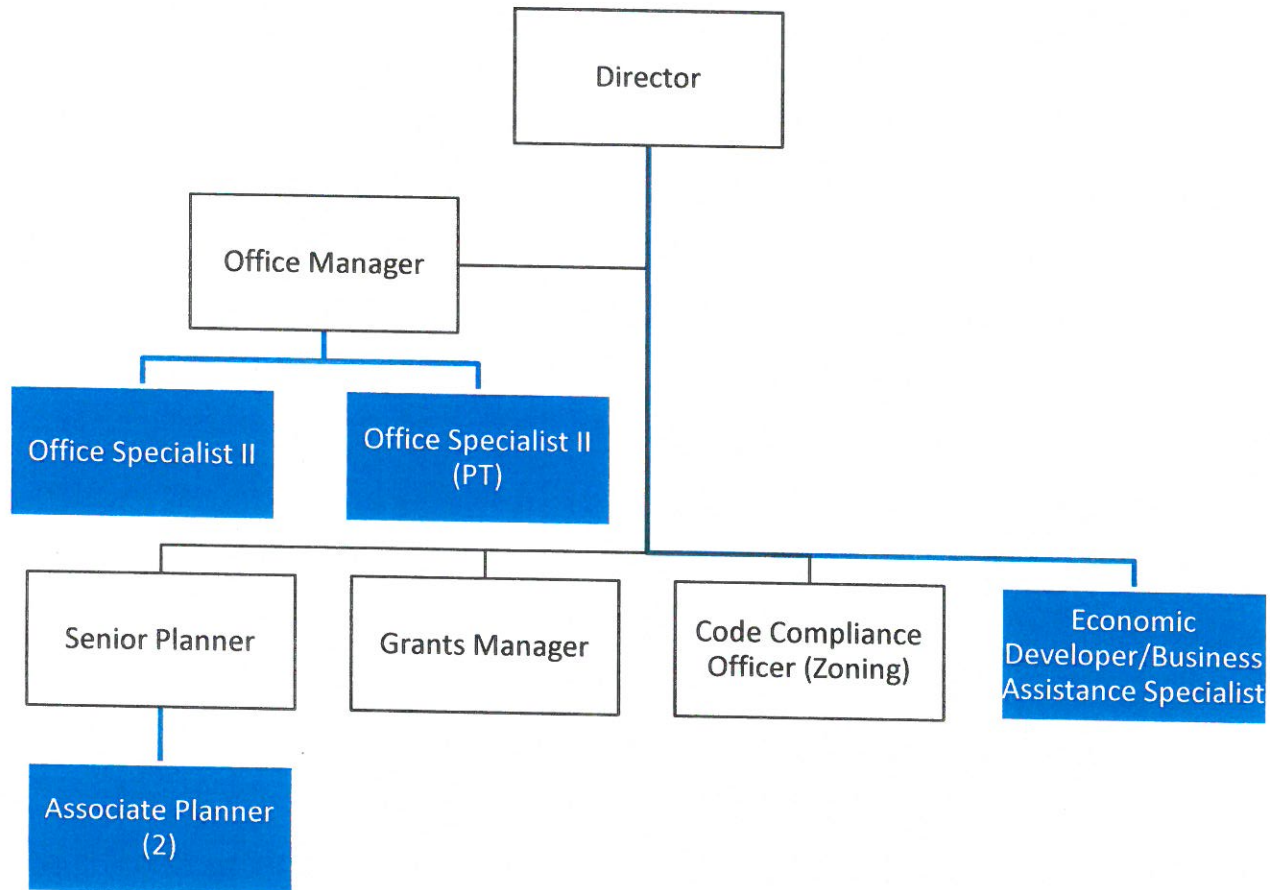
BJZ

Cc: City Attorney, City Clerk, Human Resources Director, Finance Director

ECONOMIC DEVELOPMENT



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**CITY OF MARGATE, FLORIDA
NON-BARGAINED EMPLOYEES
JOB CLASSIFICATION LIST
Fiscal Year 2015**

GRADE	JOB TITLE	Annual Salary Range		
		MIN		MAX
9	Office Specialist I	32,349	45,387
11	<u>Police Investigative Assistant</u>	<u>35,067</u>	<u>----</u>	<u>49,200</u>
12	Human Resources Specialist	36,426	51,106
13	Economic Development Assistant Office Specialist II <u>Purchasing Specialist</u>	37,786	53,013
14	Account Clerk II Associate Planner	39,145	54,921
15	Payroll/Benefits Specialist	40,505	56,829
16	Aquatics Supervisor Clerk to the Special Magistrate Office Specialist III Recreation Supervisor	41,863	58,735
18	Buyer	44,583	62,550
19	Clerk Coordinator CRA Coordinator Office Manager	45,943	64,458
20	Buyer I	47,303	66,366
21	<u>Communications Coordinator</u> Engineering Inspector I GIS Technician Information Technology Specialist/Web Master Payroll/Benefits Supervisor	48,662	68,274
23	Accountant Deputy City Clerk Executive Assistant <u>Purchasing Supervisor</u>	51,380	72,087
24	Communications Commander Executive Secretary/Paralegal Parks and Grounds Supervisor <u>Plant Manager</u> Police Records Commander Systems Analyst	52,739	73,993

**CITY OF MARGATE, FLORIDA
NON-BARGAINED EMPLOYEES
JOB CLASSIFICATION LIST
Fiscal Year 2015**

GRADE	JOB TITLE	Annual Salary Range	
		MIN	MAX
25	Grants Manager	54,098	75,901
26	GIS Coordinator Network Analyst Police Training Specialist	55,458	77,808
29	Assistant Director - CRA <u>Communications & Marketing Coordinator</u> Systems Analyst Supervisor	59,536	83,530
32	Utility Accounting Manager	63,615	89,253
33	Accounting Supervisor Human Resources Supervisor <u>Risk Manager</u>	64,975	91,161
36	Purchasing Manager	69,051	96,880
38	<u>Budget Manager</u> Utilities Operations Manager	71,771	100,696
40	Engineering Manager	74,489	104,509
42	<u>Assistant to the City Manager</u> Assistant Finance Director	77,209	108,325
43	City Clerk	78,569	110,232
44	Director - Building/Building Official Director - Parks and Recreation Director - Economic Development	79,928	112,140
48	Director - Information Technology	85,364	119,767
52	<u>Deputy Chief of Police</u> Director - Public Works	90,802	127,396
56	Director - Environmental & Eng Services	96,241	135,027
57	Director - Finance Director - Human Resources	97,599	136,933
59	Fire Chief Police Chief	100,317	140,746

CITY OF MARGATE, FLORIDA
NON-BARGAINED EMPLOYEES
JOB CLASSIFICATION LIST
Fiscal Year 2015

GRADE	JOB TITLE	Annual Salary Range	
		MIN	MAX
77	Assistant City Manager	124,788	175,078
80	City Manager	139,062	195,105

Part-time/Seasonal Positions

<u>Aquatics Coordinator</u>	<u>\$18.00/hr.</u>
<u>Cashier - Calypso Cove</u>	<u>\$12.1249/hr.</u>
<u>Concession Coordinator</u>	<u>\$14.00/hr.</u>
<u>Junior Lifeguard</u>	<u>\$12.50/hr.</u>
<u>Lifeguard w/o WSI cert.</u>	<u>\$14.00/hr.</u>
<u>Lifeguard w/ WSI cert.</u>	<u>\$15.50/hr.</u>
<u>Maintenance Coordinator</u>	<u>\$18.00/hr.</u>
<u>Office Coordinator</u>	<u>\$14.00/hr.</u>
<u>Recreation Attendant</u>	<u>\$12.2032/hr.</u>
<u>Recreation Programmer</u>	<u>\$16.50/hr.</u>
<u>School Crossing Guard</u>	<u>\$11.8981/hr.</u>
<u>Summer Recreation Counselor</u>	<u>\$11.8478/hr.</u>
<u>Summer Recreation Counselor I</u>	<u>\$13.3087/hr.</u>