



City of Margate

5790 Margate Boulevard
Margate, FL 33063
954-972-6454
www.margatefl.com

Legislation Text

File #: ID 14-1144, **Version:** 1

TO: Mayor and City Commission

FROM: Douglas E. Smith, City Manager

DATE: May 20, 2015

AUTHORIZING THE RECLASSIFICATION OF ONE POSITION WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT.

BACKGROUND: The current budget for the Economic Development Department includes an Economic Development Assistant position. This position is currently vacant and staff is requesting to reclassify the position to an Office Manager. The requested change will provide for direct supervision over the Local Business Tax function resulting in a more streamlined span of control for the Economic Development Director. The change to Office Manager for this Department will also place the position at the same pay grade level as the CRA Coordinator in the CRA office.

The requested change will move the position from a pay grade 13 (\$37,786 - \$53,013) for the Economic Development Assistant to pay grade 19 (\$45,943 - \$64,458) for the Office Manager (pay range amounts are before any pay range adjustments for the current fiscal years). Additional information is provided in the attached memorandum.

RECOMMENDATION: Recommend approval to reclassify the Economic Development Assistant position to Office Manager in the FY 14-15 Budget for the Economic Development Department.

FISCAL IMPACT: Funding for this fiscal year will be from the FY 14-15 General Fund budget (transfer of funds will be included in year-end budget amendment if necessary).

CONTACT PERSON: Douglas E. Smith, City Manager