



City of Margate

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Legislation Text

File #: ID 2017-265, **Version:** 1

TO: Mayor and City Commission

FROM: Samuel A. May, Interim City Manager

DATE: April 19, 2017

RESOLUTION - AUTHORIZING THE RECLASSIFICATION OF THE ACCOUNT CLERK III POSITION TO AN OFFICE MANAGER POSITION WITHIN THE PUBLIC WORKS DEPARTMENT.

BACKGROUND: The current Account Clerk III for the Public Works Department has been in that position since July 29, 2013. In order to meet the needs of the Public Works Department, this position has, on a daily basis, taken on the duties, responsibilities, and functions of the job description of Office Manager. This resolution will provide for reclassification of the Account Clerk III position to the position of Office Manager, to meet the needs of the Public Works Department and to be consistent with the duties that this employee has already been undertaking.

RECOMMENDATION: For approval.

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

CONTACT PERSON: Samuel A. May, Interim City Manager