



City of Concord, New Hampshire

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations
DATE: September 30, 2016
SUBJECT: Amend Schedule D to Add the Position of Community Development Specialist, Labor Grade 15.

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing in November for the proposed ordinance to add the position of Community Development Specialist to Schedule D at Labor Grade 15.

Background

The Deputy City Manager – Development is requesting that the position of Community Development Specialist be added to Schedule D of Article 35-2 of the Code of Ordinances to address the changing needs of the Community Development Department. The administrative support for the Deputy City Manager – Development has been provided by an Administrative Assistant at Labor Grade 13. However, the demands on that position have exceeded the job description and with the upcoming placement of an Economic Development Director, the Deputy City Manager – Development determined that it would be appropriate to modify the position. The Department has indicated there are sufficient funds within its budget to fund this position for this fiscal year.

Discussion

The position of Community Development Specialist would capture the duties that the Administrative Assistant performs, but that were not included in the job description and are an essential part of the day to day support the position provides to the Department. In addition to the administrative support to the Deputy City Manager – Development, the position also provides support to the Director of Redevelopment, Downtown Services and Special Projects as it relates to the Community Development Block Grant and the Community Revolving Loan Fund, including promotion of the program and the tracking and collection of repayments. This position is also responsible for independently monitoring the financial accounting and reporting for selected capital improvement projects and tax increment finance districts. The position will also provide support to the incoming Economic Development Director.

Due to the increased responsibility, I ask that the Labor Grade be placed at 15 on Schedule D.

In order to accomplish the aforementioned, the City of Council will have to set a public hearing for November and then approve the position per the attached ordinance.

Thank you for your consideration.

Respectfully Submitted,

Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager
Carlos Baia, Deputy City Manager - Development