



## Staff Report

*January 6, 2020 Council Workshop*

### **New Position Description – Communications Manager**

<b>Staff Contact</b>	<b>Phone</b>	<b>Email</b>
Jennifer Gorsuch, Admin. Services	360-817-7013	<a href="mailto:jgorsuch@cityofcamas.us">jgorsuch@cityofcamas.us</a>

#### **INTRODUCTION/PURPOSE/SUMMARY:**

Attached is a new position description and proposed salary scale for the position of Communications Manager.

This position has been discussed informally during previous Council Workshops, and was added to the 2020 budget during the recent re-adoption at the request of former Mayor Turk and with the concurrence of Council.

Currently, we have a consultant contract to provide some of these services. However, the needs for the City are greater than what is currently provided and having a full-time position on staff would greatly increase communication to/from the City and Citizens. The job description has been reviewed by Staff for input, and Council received a copy as well in advance of this meeting. Edits have been made based on feedback.

Comparable data for this position description and salary were reviewed and the recommended salary range is attached.

**RECOMMENDATION/RECOMMENDED ACTION/ACTION REQUESTED:** Staff recommends that Council authorize placing a resolution on the January 21 Meeting for approval.