



Staff Report

February 3, 2020 Council Workshop

New Position Description – Communications Manager

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INTRODUCTION/PURPOSE/SUMMARY:

Attached you will find two position descriptions with correlating salary scales for the Communications Manager position.

The document labeled "OPTION A" is the one that was reviewed by department heads and supported by the group as whole, and was presented at the February 6 workshop. There are minor edits that still should be made such as removing the reference to providing executive level assistance to the City Administrator, and adding that the position will report to the City Administrator.

The document labeled "OPTION B" was created in response to the input received from Council at the February 6 workshop. The changes reflect the stated desire to have this be a more strategic, higher level position with greater responsibility. This wouldn't be Department Head level, but would be at the Manager level.

There are several factors, other than supervision, that are considered when looking at comparable data: level of independent judgment, discretion and decision making authority, level of leadership expected and overall level of responsibility in the organization. Additionally, comparable level positions in the City are reviewed to ensure internal equity.

RECOMMENDATION/RECOMMENDED ACTION/ACTION REQUESTED: At the request of Mayor, a resolution with Option A and Option B will be on tonight's regular meeting agenda for Council's consideration in selecting one.