



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Work Session)

**MEETING DATE:** September 15, 2020

**ITEM:** Revisions to the Assistant Director of Public Works – Engineering Job Description

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Staff discussion with City Council and consideration of revisions to the position's job description.

**BACKGROUND:** At the September 15<sup>th</sup> worksession, staff will provide information regarding the evolving roles of the Engineering department and the need to provide flexibility in hiring the Assistant Director position. If Council supports the changes, an ordinance will be prepared for the October 13 Regular Meeting.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff recommends Council support of the revisions to the Assistant Director of Public Works – Engineering job description.

**ATTACHMENTS:** Revised Assistant Director of Public Works – Engineering Job Description; Assistant Director Job Description Presentation.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*