



City of Lauderhill

City Commission
Chambers at City Hall
5581 W. Oakland Park
Blvd.
Lauderhill, FL, 33313
www.lauderhill-fl.gov

File Details

File Number: 24R-5577

File ID: 24R-5577

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Commission Meeting

File Created: 03/14/2024

File Name: Special Projects Coordinator 2024 Job Description

Final Action:

Title: RESOLUTION NO. 24R-03-51: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE MINOR MODIFICATIONS TO THE JOB DESCRIPTION FOR THE EXISTING SPECIAL PROJECTS COORDINATOR POSITION; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH)

Notes:

Sponsors: Giles

Enactment Date:

Attachments: RES-24R-04-51-JOB-modification-Special Projects Coordinator.pdf, Special Projects Coordinator 2024

Enactment Number:

Contact:

Hearing Date:

* **Drafter:** ajavier@Lauderhill-fl.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 24R-5577

RESOLUTION NO. 24R-03-51: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE MINOR MODIFICATIONS TO THE JOB DESCRIPTION FOR THE EXISTING SPECIAL PROJECTS COORDINATOR POSITION; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH)

Request Action:

Requesting Commission approval for the revision of the job description for Special Projects Coordinator to perform independent administrative work in support of planning, organizing and implementing the City's programs/events, under the general supervision of the Public Relations and Cultural Arts Director. The new job description aligns with external and private markets.

Need:

The revised job description would allow for the effective recruitment and retention of qualified candidates by aligning with the external and private markets.

Summary Explanation/ Background:

The addition of the job description would allow the City to remain competitive when recruiting for talent.

Attachments:

#1 - Special Projects Coordinator 2024

Cost Summary/ Fiscal Impact:

Confidential Position - Pay Grade 46

Estimated Time for Presentation:

Less than 5 minutes

Master Plan:

Goal 1: Clean, Green Sustainable Environment

- ☐ Increase mass transit ridership
- ☐ Reduce City energy consumption
- ☐ Reduce water consumption

Goal 2: Safe and Secure City of Lauderhill

- ☐ Crime in lower 50% in Broward
- ☐ Residents feel safe in neighborhood
- ☐ Reduce emergency fatalities

Goal 3: Open Spaces and Active Lifestyle for all ages

- ☐ Increase participation in youth sports
- ☐ Add new park land and amenities
- ☐ Increase attendance at cultural programs and classes

Goal 4: Growing Local Economy, Employment and Quality of Commercial Areas

- ☐ Increase commercial tax base
- ☐ Increase employment in Lauderhill businesses
- ☐ Decrease noxious and blighted uses in commercial areas

Goal 5: Quality Housing at all Price Ranges and Attractive Communities

- ☐ Neighborhood signs and active HOAs
- ☐ Housing & streets improved, litter reduced
- ☐ Increase proportion of single family homes and owner occupied housing

Goal 6: Efficient and Effective City Government, Customer Focused & Values Diversity

- ☒ Improves City efficiency
- ☐ Increase use of Information Technology
- ☐ Increases residents perception of Lauderhill as an excellent place to live