



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-5578

File ID: 24R-5578

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Commission Meeting

File Created: 03/18/2024

File Name: Assistant Grants Manager 2024 Job Description

Final Action:

Title: RESOLUTION NO. 24R-03-52: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE MODIFICATIONS TO THE JOB DESCRIPTION FOR THE EXISTING ASSISTANT GRANTS MANAGER POSITION; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH).

Notes:

Sponsors: Giles

Enactment Date:

Attachments: RES-24R-03-52-Job Modification-Asst Grants Mgr.pdf, Assistant Grants Manager 2024 - with revisions, Assistant Grants Manager 2024 - clean copy

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-5578

RESOLUTION NO. 24R-03-52: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE MODIFICATIONS TO THE JOB DESCRIPTION FOR THE EXISTING ASSISTANT GRANTS MANAGER POSITION; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH).

Request Action:

Requesting Commission approval for modification to the general statement, essential functions, and minimum qualifications for the Assistant Grants Manager Position.

Need:

The modifications to the job description would facilitate recruitment and retention of qualified candidates by aligning with the external and private markets.

Summary Explanation/ Background:

The modifications are part of the Human Resources Department's ongoing effort to update all job descriptions to meet the operational needs of the City's Departments/Divisions.

Attachments:

- #1 - Assistant Grants Manager (with revisions)
- #2 - Assistant Grants Manager (clean copy)

Cost Summary/ Fiscal Impact:

Managerial Position - Pay Grade 54

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