



# 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-5662**

**File ID:** 24R-5662

**Type:** Resolution

**Status:** Agenda Ready

**Version:** 1

**Reference:**

**In Control:** City Commission Meeting

**File Created:** 05/16/2024

**File Name:** Information/Logistics Coordinator 2024

**Final Action:**

**Title:** RESOLUTION NO. 24R-06-101: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE MINOR MODIFICATIONS TO THE JOB DESCRIPTION FOR THE EXISTING POSITION OF INFORMATION/LOGISTICS COORDINATOR; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH).

**Notes:**

**Sponsors:** Giles

**Enactment Date:**

**Attachments:** RES-24R-06-101-JOB-modification-Info Logistics Coordinator.pdf, Information Logistics Coordinator 2024 - clean copy, Information Logistics Coordinator 2024 - with revisions

**Enactment Number:**

**Contact:**

**Hearing Date:**

\* **Drafter:** Ekrempler@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-5662

RESOLUTION NO. 24R-06-101: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL APPROVING THE MINOR MODIFICATIONS TO THE JOB DESCRIPTION FOR THE EXISTING POSITION OF INFORMATION/LOGISTICS COORDINATOR; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH).

## Request Action:

Requesting City Commission approval for the modification of the job description for the Information/Logistics Coordinator position in the MIS Department.

**Need:**

The modification serves as a way to update the job description to better reflect the essential functions of the position.

**Summary Explanation/ Background:**

The modification would allow for the effective update of the job description and expectation of the employees in the position.

**Attachments:**

#1 - Information/Logistics Coordinator - Clean Copy

#2 - Information/Logistics Coordinator - With Revisions

**Cost Summary/ Fiscal Impact:**

No Change - Pay grade 52

**Estimated Time for Presentation:**

**Less than 5 minutes**