



Memo

To: Honorable Mayor and Members of the City Commission

From: Kennie Hobbs, Jr., Interim City Manager

Date: January 13, 2025, Commission Meeting

RE: Propose to Remove Sec. 2-21. Commission Approval for Job Descriptions

BACKGROUND SUMMARY

Historically, job descriptions for all City positions have required approval by the City Commission. This practice was established in 1982, while the City was under the Strong-Mayor form of government, which concentrated significant authority in the Office of the Mayor and required the Commission's oversight on various administrative matters, including staffing.

With the transition to a Commission-Manager form of government in 1995, the responsibility for administrative and operational functions, including oversight of personnel matters, have been delegated to the City Manager.

A recent study of the surrounding agencies indicated that job descriptions do not require Commission approval, except in municipalities with a Strong-Mayor form of government.

RECOMMENDATION

In a continued effort to review and revised the City's code, policies, procedures, and practices, it is recommended that Chapter 2 – Administration, Article II. – Officers and Employees, Division 1. – Generally, Section 2-21, of the City Code be removed, which would remove the requirement of the City Commission approval of job descriptions. Instead, job descriptions would be developed by the Human Resources Department in coordination with the respective Department Head and subject matter expert(s), then reviewed and approved administratively by the City Manager for operational effectiveness.

The City Commission sets and approves the City's operating budget and provides direction regarding the strategic plan, goals, and mission of the City. The creation, revision, and

implementation of new job descriptions would continue to strictly align with the Commission's set budget and strategic plan.

This recommended change, would not only streamline internal operational processes and enhance operational efficiency, but it would also allow the City to respond to the ever-evolving needs of the community, in a more efficient manner.

Your consideration and feedback are appreciated and welcome as we work together to improve the services rendered to the residents of the City.