

CITY COUNCIL MEETING

JANUARY 7, 1981

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JOB SPECIFICATIONS AND SALARY RANGE APPROVED FOR COMMUNITY RELATIONS ASSISTANT

Following introduction of agenda item "o" - "Approve job specifications for Community Relations Assistant" by City Manager Graves and Council discussion, on motion of Councilman Pinkerton, Katnich second, Council approved the job specifications for Community Relations Assistant - Charlene Lange and set the salary range at \$1,430.87 to \$1,739.25 per month. The motion carried by unanimous vote.

CITY COUNCIL

WALTER KATNICH, Mayor
JAMES A. McCARTY, Mayor Pro Tem
RICHARD L. HUGHES
ROBERT G. MURPHY
JAMES W. PINKERTON, Jr.

CITY OF LODI

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HENRY A. GLAVES, Jr.
City Manager

ALICE M. REIMCHE
City Clerk

RONALD M. STEIN
City Attorney

January 2, 1981

M E M O R A N D U M

TO: Honorable Mayor and City Council
FROM: Assistant City Manager Jerry Glenn
SUBJECT: Job Specification for Community Relations
Assistant

Council has directed Staff to prepare a Job Specification for a position to coordinate the various activities necessary to develop the old Tokay High School site into a viable community center.

The proposed Job Specification for a Community Relations Assistant will provide a position to provide those functions. This position will not be in the classified service which will provide greater latitude in hiring the proper person to handle these vital tasks.

It is proposed the salary of this position be comparable to the Administrative Assistant positions in the Public Works and Police Departments. The salary range, therefore, would be \$1,430.87 to \$1,739.25 per month.

Council is requested to approve this Job Specification and appropriate salary.


Jerry L. Glenn

JG:dg