

CITY COUNCIL MEETING

January 21, 1981

COMMUNITY
RELATIONS
ASSISTANT

Following introduction of agenda item "n", "Review job specifications for Community Relations Assistant", a very lengthy Council discussion followed. It was proposed that this position be a "contract" position. Council also discussed who Mrs. Lange would report to.

Mayor Pro Tempore McCarty then moved that this position be a contract position. The motion was seconded by Councilman Pinkerton and carried by the following vote:

Ayes: Councilmen - Hughes, McCarty, Murphy,
and Pinkerton

Noes: Councilmen - Katnich

Absent: Councilmen - None

Council tacitly concurred that Mrs. Lange would work for the City "under the direction of the City Manager by direction of the City Council".

Mayor Pro Tempore McCarty then moved that the contract for Mrs. Lange's position be for a period of one year and that it be reviewed at the end of that period.

The motion of Mayor Pro Tempore McCarty, Murphy second, Council by unanimous vote rescinded the heretofore listed actions concerning this position and voted to hire Mrs. Charlene Lange effective January 1, 1981 as Community Relations Assistant as an "unclassified employee", at the salary of \$1,430.87 per month, with the Mid-Management Compensation Package "B". The salary is to be a flat salary without range. The motion passed by

Continued January 21, 1981

The motion was seconded by Councilman Murphy and carried by the following vote:

Ayes: Councilmen - Hughes, McCarty, Murphy
and Pinkerton

Noes: Councilmen - Katnich

Absent: Councilmen - None

The job specifications for the Community Relations Assistant were discussed. Mrs. Lange was in the audience and responded to questions posed by Council. Following an inquiry regarding salary, Mayor Katnich adjourned the Council to a "closed session" at approximately 10:15 p.m. The Council reconvened at approximately 11:00 p.m.

On motion of Mayor Pro Tempore McCarty, Murphy second, Council by unanimous vote rescinded the heretofore listed actions concerning this position and voted to hire Mrs. Charlene Lange effective January 1, 1981 as Community Relations Assistant as an "unclassified employee", at the salary of \$1,430.87 per month, with the Mid-Management Compensation Package "B". The salary is to be a flat salary without range. The motion passed by unanimous vote.

CITY COUNCIL

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

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
LODI, CALIFORNIA 95240
(209) 334-5634

HENRY A. CLAVES, Jr.
City Manager

ALICE M. REINCHE
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

COMMUNITY RELATIONS ASSISTANT

DEFINITION: Under general direction, initiates, develops and administers programs involving City-wide community involvement; prepares progress reports and does related work as required.

DISTINGUISHING CHARACTERISTICS: This position is distinguished from Administrative Assistant Public Works/Police in that those positions are designed to relieve the Department Head from routine administrative tasks. This position is designed to be a public relations, communication and liaison arm of the City. This position is not in the classified service of the City.

EXAMPLES OF DUTIES: Act as a liaison between the City and community groups such as the Old Lodi Union High School Foundation, coordinate volunteer efforts, plan and direct community conservation programs, conduct research, analyze results of programs, prepare appropriate reports, deliver public presentations, initiate community relations programs, and other duties as assigned.

LICENSE: Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Administrative and business principles;
Report writing;
Basic statistical techniques.

Ability to:

Assume a high degree of responsibility and work independently;
Communicate well both orally and in writing;
Establish and maintain good working relationships with the public and fellow employees.

Experience:

One year or more in an administrative position.

Education:

Graduation from a recognized four-year college with degree in Business Administration, Public Administration or applicable field.

Jan. 8, 1981

City Council
City of Lodi

I have some concerns about the new position of community relations assistant and its being designed to fit a certain person. My concerns are not pertaining to Ms. Lange as an individual, although, I am sure she and her fellow worker were always aware that their jobs were funded on a year to year basis. (Where will her partner be employed?)

I am under the impression that the community center was initially a volunteer activity and that if it were not for Ms. Lange's availability at this time it would continue to be a volunteer community activity. I do foresee, at some future time, when the site is built there will be a need for a director, but not at this time. I realize she was involved with a lot of the recent activities and it's my impression they were volunteer hours given to the site. I feel it would be safe to say that her salary will be from \$17,000 - \$20,000 a year, that would be a terrific contribution for the site from the City.

If the city deems it necessary, at this time, to open a new position when at the same time they hesitate to make more positions in the police and fire department, I would think there are some guidelines that should be followed having to do with equal opportunity. Such as, giving a job description and opening the position up by advertising the same as other jobs are recruited. Whether Ms. Lange would be the highest qualified is not in question but with job shortages, poor economy, I feel that some basic principles must be looked at in this case.

A job was made that did not exist to fit an individual who has high standing with the city, the job is in an ambiguous area because of its broad title, it would be interesting to read a detailed job description. Is it 40 hours a week, 8-5, Mon. - Fri., as most other employees. No one likes to see someone phased out of a position but in this case it was always part of their contract.

My question is related to the city staffs' personal commitment to an individual as opposed to the city's need for a community relations assistant at this time, regardless of who fits into that slot.

Concerned with the affairs of the City,

Lodian

CITY COUNCIL

WALTER KATNICH, Mayor
JAMES A. McCARTY, Mayor Pro Tem
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City Manager

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City Clerk

RONALD M. STEIN
City Attorney

January 29, 1981

M E M O R A N D U M

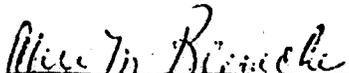
TO: Fred C. Wilson
Finance Director

FROM: Alice M. Reimche
City Clerk

SUBJECT: Community Relations Assistant

Please be advised that the Lodi City Council, in action taken at its regular meeting of January 21, 1981, retained Mrs. Charlene Lange as Community Relations Assistant effective January 1, 1981 as an "unclassified employee" at a salary of \$1,430.87 per month with the Mid-Management Compensation Package "B". The salary is a flat salary without range.

Pursuant to the City's Administrative Policy Manual, Mrs. Lange will not be eligible to use Administrative Leave until July 1, 1981.


ALICE M. REIMCHE
City Clerk

AR:dg

cc: Charlene Lange