
Sec. 2-7. Approval of job descriptions.

The approval of the city council shall be required for the creation of new full time employment positions with city. The request for approval for the creation and/or modification of such positions with the city must include the following information when presented to the city council:

- (1) A complete description of the duties and responsibilities of the position created or modified;
- (2) The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and
- (3) The applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified.

Each city councilmember and the mayor is authorized to individually approve modifications to the job descriptions and/or classifications of full time employment positions of his/her corresponding staff, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for personnel in each department.

The city manager or his/her designee is otherwise authorized to approve modifications to the job descriptions and/or classifications of full time employment positions, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for personnel in each department.

(Ord. No. 2011-37 , § 2, 12-14-2011; Ord. No. 2016-08 , § 2, 4-13-2016