

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Hugh R. Riley, Assistant City Manager 

DATE: December 28, 2006 (CC Meeting of 1/17/07)

SUBJECT: Consider Upgrade of Administrative Assistant Position in The Assistant City Manager's Office To Administrative Specialist

BACKGROUND AND DISCUSSION

Staff is requesting to upgrade an existing Administrative Assistant position in the Assistant City Manager's Office, City Manager Department to Administrative Specialist. The projects and programs assigned to the Office demand a higher level of skills and responsibilities than the current position. The specific duties of the Administrative Specialist, the requirement for a college degree and the level of experience required more closely match the needs of the City Manager's Department. This position provides essential staff support and administration for Emergency Management, Public Information, Economic Development, Redevelopment, and numerous capital improvement projects including the new Civic Center and the Human Services Center.

The Administrative Specialist would be assigned additional duties above those now assigned to the Administrative Assistant including but not limited to responsibility for administering the City's CDBG Program if reassigned to the Assistant City Manager's Office. It is expected the Administrative Specialist will assume a greater role in the administration of the Redevelopment Agency Housing Assistance Program, certain city contracts and other programs as assigned.

The Administrative Assistant's pay range is 48 (\$ 3,647.00 to \$ 4,904.43). The Administrative Specialist's pay range is 53 (\$4,126.06 to \$5,548.78). The upgrade would be effective with the pay period beginning January 20, 2007. The additional cost for the upgrade is about \$3,000 including benefits for the balance of the current fiscal year. This amount will be absorbed by savings in other accounts and no appropriation is needed.

STAFF RECOMMENDATION

Approve an upgrade of the Administrative Assistant position in the Assistant City Manager's Office of the City Manager's Department to an Administrative Specialist position effective with the pay period beginning January 20, 2007.