



TO: Mayor and Town Council

FROM: Joseph A. Fivas

DATE: March 25, 2012

SUBJECT: Community & Economic Development Department Reorganization

Since 2010, the Town Manager has been the acting Director for the Community & Economic Development Department. I would like for the Council to be aware of a reorganization within this Department. I also recommend Council's approval of the creation of positions that would be filled with currently budgeted FTE's at the appropriate time. Therefore, our current staffing levels would remain the same, no new FTE's would be created. Here is an outline of the position changes within this Department:

Director, Community & Economic Development Department: Currently, this position is held by the Town Manager. I would promote our current Economic Development Coordinator to fill this position. The Director would be responsible for the supervision of the staff and work programs for our community events, community outreach and information, school & neighborhood liaisons, economic development, business retention and expansion, public and private partnerships and community donations, community development, parks & recreation programs, future CDBG programs, grant coordination, and grant writing. No additional compensation will be approved at this time.

Economic Development Coordinator: This position would not be filled at this time.

Events Coordinator & Public Information Officer: No changes to this position. However, this FTE would report to the Director, Community & Economic Development Department.

Parks & Recreation Coordinator: This position would be created, but not filled at this time. Once a park system is established, the Council would determine if it wanted to fund this position.

Administrative Assistant-C&ED: This new position would report to the Director, Community & Economic Development Department. This position would be filled with a currently budgeted FTE's. If we do not find the right person for this position, we will not fill this position.

Community Development Specialist (2): These two new positions would report to the Director, Community & Economic Development Department. These positions would be filled with currently budgeted FTE's. These new positions would assist the Director and other Department members with our community events, community outreach and information, neighborhood & school liaisons, community meetings, economic development, business retention and expansion, public and private partnerships and community donations, community development, parks & recreation programs, future CDBG programs, grant coordination, and grant writing. If we do not find the right person(s) for this position(s), we will not fill a position. These persons would be classified as Grade 11 which has a pay range of \$33,000 to \$52,100. We will start this person(s) compensation between within this range.

The organizational chart will reflect these changes if this item is approved.

jaf