

PERSONNEL COMMITTEE

10-0103R

RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE APPOINTED POSITION OF COMMUNITY RELATIONS OFFICER.

CITY PROPOSAL:

RESOLVED, that the job specifications for the appointed position of community relations officer, which is filed with the city clerk as Public Document No. _____, is approved.

Approved:

Approved for presentation to council:

Department Director

Chief Administrative Officer

Approved as to form:

Approved:

Attorney

Auditor

HR JA:alo 2/18/2010

STATEMENT OF PURPOSE: The community relations officer position has been created to direct and coordinate activities in the mayor's office including office management, constituent relations and coordination of public information, including serving as the liaison between the mayor's office and constituents. This position is filled through a mayoral appointment in accordance with the City Charter.