

RESOLUTION

**ASSOCIATE PLANNER / GIS COORDINATOR
REVISED JOB DESCRIPTION**

WHEREAS, in an effort to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department, the Human Resources Department directed department supervisors to review and update, if necessary, job descriptions from time to time; and

WHEREAS, the Human Resources Department has received the attached revised job description for the Associate Planner/GIS Coordinator in the Community Development Department, to have at least one full time position dedicated to the creation, maintenance and manipulation of the City’s GIS data and system, to be reviewed and considered for approval; and

WHEREAS, the Personnel Committee, at a meeting held on Tuesday, September 8, 2020, recommended approval of the attached revised job description for the Associate Planner/GIS Coordinator to a GIS Coordinator position, in the Community Development Department.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the attached revised job description for the Associated Planner/GIS Coordinator to a GIS Coordinator in the Community Development Department, to remain at the position’s current classification, effective upon passage of this resolution.

INTRODUCED _____ ADOPTED _____

Justin M. Nickels, Mayor

APPROVED _____

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: n/a
Funding Source: n/a
Finance Director Approval: /SC
Approved as to form: /EMM