

**RESOLUTION
NEW AND REVISED JOB DESCRIPTIONS:
MANITOWOC POLICE DEPARTMENT REORGANIZATION**

WHEREAS, as part of the reorganization of the Manitowoc Police Department, the Human Resources Department has received the attached new and revised job description to be reviewed and considered for approval; and

WHEREAS, the Personnel Committee on April 6, 2026, recommended approval of the attached revised and new job description in the Manitowoc Police Department, and to fill the position of the newly created Police Administrative Office Supervisor at Grade I; and

WHEREAS, these changes will result in the elimination of Administrative Assistant and Office Manager positions in the Manitowoc Police Department; and

WHEREAS, to approve filling the newly created position in the Manitowoc Police Department, all according to the Compensation Plan and Employee Policy Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc, to approve the attached new and revised job description in the Manitowoc Police Department, and to fill the position of Police Administrative Office Supervisor at Grade I; effective upon retirement of current Office Manager.

INTRODUCED _____ ADOPTED _____

APPROVED _____
Justin M. Nickels, Mayor

Fiscal Impact:	Anticipated budgetary savings of approximately \$65,000 for fiscal year 2026. No tax levy or 2026 budget amendments needed.
Funding Source:	General Fund – Police Department (1100-21100)
Finance Director Approval:	/SMA
Approved as to form:	/EGN

This resolution was drafted by Jessica C. Lillibridge, Human Resources Director