

RESOLUTION

**NEW AND REVISED JOB DESCRIPTIONS:
TOURISM DEPARTMENT REORGANIZATION**

WHEREAS, the recommendation to eliminate the Department of Public Infrastructure and to create two new departments, Department of Public Works and Department of Parks & Recreation, has resulted in Special Events duties being transferred to the new Department of Parks & Recreation; and

WHEREAS, the Tourism Department has previously handled the Special Events matters since the creation of the Tourism Department and has recommended an organizational restructuring; and

WHEREAS, the Human Resources Department has received the attached new and revised job descriptions from the Tourism Department to be reviewed and considered for approval;

WHEREAS, the Personnel Committee on April 6, 2026, recommended approval of the attached revised and new job descriptions in the Tourism Department, and to fill the positions of Marketing Manager at Grade L, and part-time Administrative Support Specialist at Grade F; and

WHEREAS, these changes will result in the elimination of Destination Sales & Marketing Manager and Media and Special Events Coordinator positions in the Tourism Department; and

WHEREAS, to approve filling the newly created positions in the Tourism Department, organized as shown on the attached organization chart, 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 descriptions in the in the Tourism Department, and to fill the positions of Marketing Manager at Grade L, and part-time Administrative Support Specialist at Grade F and to fill the positions at the discretion of management.

INTRODUCED _____ ADOPTED _____

APPROVED _____
Justin M. Nickels, Mayor

Fiscal Impact: Anticipated budgetary savings of \$15,000 for fiscal year 2026. No tax levy or 2026 budget amendments needed.
Funding Source: Visit Manitowoc Special Revenue Fund (2870)
Finance Director Approval: /SMA
Approved as to form: /EGN

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