

CITY OF WARRENSBURG

August 20, 2021

Honorable Mayor and Members of the City Council City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: A Discussion on Potential Changes to City Clerk Ordinances and Job Description

BACKGROUND:

With impending changes within the City Clerk's office, staff is recommending a review of the job responsibilities and description of the City Clerk prior to any new appointment. Specifically, City Council has expressed the desire to increase and improve the city's communication through social media and its website. Adding an additional FTE has not been feasible in the last few budget cycles. However, a new City Clerk job description could include elements of a communications specialist as essential responsibilities to incorporate the responsibility of communications within a permanent city position.

As the responsibilities and role of the City Clerk change and expand, there are some benefits to to be considered with changing the day-to-day supervision of the City Clerk from the City Council to the City Manager like other department directors.

A revised job description has been included for review. Staff is seeking direction and feedback on these possible changes.

Sincerely,

Danielle Dulin
Interim City Manager