

Council Agenda Item 26-0458R



MEETING DATE: 05/26/2026

SUBJECT/TITLE: Operations Program Coordinator

SUBMITTED BY: Amber Royer Henderson

RECOMMENDATION: Approve

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Approved by Civil Service on 05/05/2026

PREVIOUS COUNCIL ACTION: N/A

BACKGROUND: The new job classification of Operations Program Coordinator is being created as a result of a job audit. The purpose of the position is to coordinate and support the administration of assigned programs and initiatives within a department or division; coordinate operational activities, monitor program requirements and compliance, and support budget tracking, reporting, and related special projects. The classification is designed to be broad enough for use across multiple City Departments/Divisions rather than limited to the incumbent's Department/Division.

BUDGET/FISCAL IMPACT: Budgeted for current year

OPTIONS: N/A

NECESSARY ACTION: Approve

ATTACHMENTS:

- Exhibit A: Resolution Cover Memo
- Exhibit B: Operations Program Coordinator (New) Job Description