

**RESOLUTION NO. 2014-040**  
**RESOLUTION TO AMEND THE CITY OF RAPID CITY COMPENSATION PLAN BY ESTABLISHING THE POSITION OF COMMUNITY DEVELOPMENT ADMINISTRATIVE ASSISTANT WITHIN COMMUNITY RESOURCES**

WHEREAS, duties and responsibilities for positions within City Departments change and evolve over time and to ensure that necessary services can be provided effectively and efficiently with the City of Rapid City, Community Resources has requested that the position of Community Development Administrative Assistant be established and added to the existing Compensation Plan; and

WHEREAS, the vacant 1.0 FTE from the Re-Entry Program will be transferred to Community Development, thus the addition of this position will not increase the the Community Resources Department's approved FTE count; and

WHEREAS, the Administrative Assistant positions throughout the City of Rapid City have been evaluated and placed at grade 14 on the City's Non-Union Compensation Scale.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rapid City that the position of Community Development Administrative Assistant is hereby created; and

BE IT FURTHER RESOLVED by the City Council of the City of Rapid City that the compensation plan is hereby revised as follows:

<b>Job Title</b>	<b>Pay Scale</b>	<b>Grade</b>	<b>Salary Range</b>	
			<b>Min</b>	<b>Max</b>
Community Development Administrative Assistant	Non-Union	14	\$35,209	\$54,279

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

CITY OF RAPID CITY

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
Finance Officer

(SEAL)