

RESOLUTION No. 2018-27

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE ORGANIZATION OF THE PROCUREMENT SERVICES DEPARTMENT, INCLUDING THE RECLASSIFICATION OF A POSITION; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

WHEREAS, conditions, trends and needs evolve within the Organization and review and assessment of staffing resources is important to ensure continued success; and

WHEREAS, such staffing review and assessment takes into account the most effective organization for operational efficiency; and,

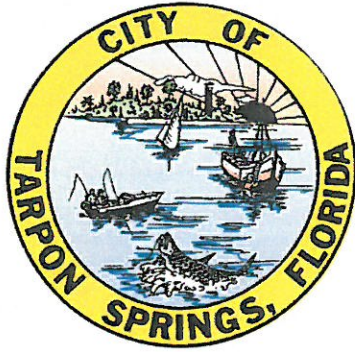
WHEREAS, the City Manager recommends that the proposed change be made to the City's organizational structure in order to maintain responsive and efficient services; and

WHEREAS, it is requested that the Board of Commissioners approve the change as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve, certain change in the City's organization, as detailed in the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective upon adoption.



OF TARPON SPRINGS, FL

PROCUREMENT SERVICES

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Jay Jackus, CPPO, CPPB, Procurement Services Director
DATE: 10/16/2018
SUBJECT: Procurement Services Reclassification (reorganization)

RECOMMENDATION:

That the Mayor and Board of Commissioners approve the position reclassification in the Procurement Services Department.

BACKGROUND:

We currently have an opening for one (1) vacant Procurement Analyst position (wage grade 15) we are requesting the position be upgraded to a Sr. Procurement Analyst (wage grade 16). The reasoning is two-fold; over the years the Procurement Analyst and Sr. Procurement Analyst have performed the same duties. Client departments are divided evenly between the two positions and both prepare bids and RFP's as well as perform fixed asset and physical year end inventories. In addition, the remaining staff members are nearing retirement and the upgrade will assist in the recruitment effort and hopefully attract an individual that would transition into a leadership role within the next two years. As the position had been held by a long time employee, there should be no fiscal impact.