

RESOLUTION NO. ____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
APPROVING A JOB DESCRIPTION AND CLASSIFICATION AND SETTING THE COMPENSATION
RANGE FOR A NEW POSITION – PUBLIC WORKS MANAGER FOR 2021-2022**

WHEREAS, the Town has included the position of Public Works Manager in its salary table;
and

WHEREAS, the attached job description enumerates the roles and responsibilities of the Public Works Manager attached as Exhibit A and incorporated herein by reference; and

WHEREAS, the duties, responsibilities, and compensation of the professional position of the Town of San Anselmo have been reviewed in relation to comparable position in comparable agencies in Marin.

NOW THEREFORE, BE IT HEREBY RESOLVED, as follows:

Section 1. The Town Council finds that the aforementioned recitals are true and correct and are herein incorporated into this Resolution.

Section 2. Monthly Salary. The following monthly salary range of this new classification is set as of January 1, 2022:

	Step A	Step B	Step C	Step D	Step E
Public Works Manager (40 hour work week)	\$8,342	\$8,781	\$9,243	\$9,730	\$10,242

Section 3. Public Works Manager belongs non-represented mid-management employees group and shall follow the SEIU Memorandum of Understanding for all employee benefits including periodic salary adjustments; and

Section 4. The Town Council of the Town of San Anselmo hereby authorizes the Town Manager to approve the final job description, classification, and pay range for the position of Public Works Manager.

IT IS HEREBY CERTIFIED that the Town Council of the Town of San Anselmo duly introduced and regularly adopted the foregoing Resolution at the regular meeting held on April 12, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alexis Fineman, Mayor

ATTEST:

Carla Kacmar, Town Clerk