

INVER GROVE HEIGHTS CITY COUNCIL
WORK SESSION MINUTES
Monday, June 3, 2019
6:00 p.m.

- A. CALL TO ORDER: The City Council of Inver Grove Heights met in a Work Session on Monday, June 3rd, 2019 in the Council Chambers. Mayor Tourville called the meeting to Order at 6:00 p.m. The Pledge of Allegiance was recited.

1. JOB DESCRIPTION AND POSITIONS REVIEWED

City Administrator Lynch provided two (2) job descriptions; Director of Administrative Services and Finance Manager, to Council based upon discussion and direction given at the Special City Council Session on April 29th. Lynch overviewed the position description, skills and abilities, education requirement and number and type of positions supervised for the Director of Administrative Services position.

Council had several questions and gave input and feedback about the proposed Director of Administrative Services position.

Council directed the Administrator to review the current Finance Director position, add the responsibility of management and supervision of the Human Resources Manager and IT Manager to the position, have the position re-evaluated from a Classification and Compensation standpoint and return to the Council with the information on what, if any, impacts the supervision has to the valuation of the position and compensation for it.

Council determined that due to the direction provided on this position, the review for the Finance Manger position was moot.

Perry moved to Adjourn at 6:55 p.m. Dietrich seconded. Ayes: all.

Respectfully submitted,

Joe Lynch
City Administrator