

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE )	RESOLUTION NO. 86-675
FY 1986-87 BUDGET OF THE METROPOL- )	
TAN SERVICE DISTRICT AND ADDING A )	Introduced by the
PUBLIC INFORMATION SPECIALIST 2 )	Executive Officer
POSITION TO THE PUBLIC AFFAIRS )	
BUDGET )	

WHEREAS, Resolution No. 86-659 adopted the FY 1986-87 budget; and

WHEREAS, The need has been established to add a Public Information Specialist 2 to the Public Affairs Personal Services budget; and

WHEREAS, Under Metro Code Section 2.02.125, the Council must approve any position added to the budget; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District amends Resolution No. 86-659 adding a Public Information Specialist 2 to the Public Affairs Personal Services budget.

ADOPTED by the Council of the Metropolitan Service District this 14th day of August, 1986.

  
\_\_\_\_\_  
Richard Waker, Presiding Officer

RB/sm  
6016C/471-2  
07/31/86

STAFF REPORT

Agenda Item No. 9.4

Meeting Date August 14, 1986

CONSIDERATION OF RESOLUTION NO. 86-675 FOR THE  
PURPOSE OF AMENDING THE FY 1986-87 BUDGET OF THE  
METROPOLITAN SERVICE DISTRICT AND ADDING A PUBLIC  
INFORMATION SPECIALIST 2 POSITION TO THE PUBLIC  
AFFAIRS BUDGET

---

Date: July 31, 1986

Presented by: Vickie Rocker

FACTUAL BACKGROUND AND ANALYSIS

The staffing needs of the Public Affairs Department changed with the addition of the Convention and Trade Show Center project and the Solid Waste Reduction Program. Additional help is needed to conduct public information and public relations activities to support the mission of the Public Affairs Department.

The addition of this position is being requested to meet the above-referenced need. The funds for this position will be available as a result of the revised cost allocation plan that will be submitted to the Council. The cost allocation plan has been changed to cover Central Services expenditures in support of the convention center project. Part of those funds will pay for this position. A supplemental budget including this change is scheduled for Council consideration on August 28.

Attached is a new Position/Reclassification Request form which gives the justification and salary impact for this position. The Public Information Specialist 2 is at a salary range of 8.0 and is compensated at the range from \$20,904 to \$26,042 per year.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 86-675.

RB/sm  
6016C/471-3  
07/31/86

**METRO** *New Position/* Fiscal Year  
*Reclass* 1986-87  
*Request*

DATE:  
BUDGET CODE:  
ORGANIZATION:

**ACTION REQUESTED:** Create a new full-time position of Public Information Specialist 2

**INCUMBENT:** None

**RESPONSIBILITIES;**

1. Develops news releases, brochures, slide shows, exhibits, promotional campaigns, and other informational media to communicate and publicize public information on solid waste and other Metro programs.
2. Writes and places articles for publication concerning the Solid waste programs, issues and projects and other Metro activities
3. Determines graphic needs and coordinates graphic design and production of public information materials.
4. Coordinates public information efforts with outside communications consultants.
5. Develops and maintains resource files of public information materials and speakers on solid waste and other Metro subjects.
6. Works with community groups and provides staff support for committees.

**JUSTIFICATION:** These services are needed at this time to coordinate the public education element of the solid waste reduction program. On going assignment will support other activities of the Public Affairs department relating to solid waste issues and as back-up for other program areas as needed.

**BUDGET IMPACT:** program areas as needed.

Direct salary: \$19,201

Merit:

Fringe: 5,952

Overhead:

**TOTAL:** \$25,153

**PERSONNEL RECOMMENDATION:**

*(for personnel use only)*

Personnel recommends approval of this position after reviewing the proposed job duties with the job specifications for a Public Information Specialist and based upon discussions with the Director of Public Affairs.