



Cover Memorandum/Staff Report

File #: 18-0711 CRA

Agenda Date: 12/10/2020

Item #:

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: December 10, 2020

UPDATED JOB DESCRIPTIONS FOR CRA STAFF MEMBERS

Recommended Action:

Approve the updated job descriptions for the Green Market Manager and Finance & Operations Director.

Background:

This item seeks to adjust the salary range for the GreenMarket Manager and the Finance & Operations Director to reflect amounts budgeted in adopted budget for fiscal year 2020-2021.

Also, job responsibilities were updated to reflect current staffing and organization functions.

Attachment(s): Exhibit A - CRA Job Descriptions - GreenMarket Manager and the Finance & Operations Director