

DATE:

02/14/2025

AGENDA ITEM (ACTION ITEM):

Consider / Approve the addition of a 1.0 Administrative Assistant position at the Support Operations Center upon opening of the building in March 2025.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

The new Support Operations Center will begin serving the District in late-March, 2025. There will be a need for increased administrative support for the departments assigned to the new building as well as a need to support the daily operations of the building once it opens. The anticipated start of this role will align with the opening of the new building.

FISCAL/BUDGETARY IMPACT:

Estimated at \$60,000 (salary and benefits) from the general fund with the final amount dependent on the selected candidate's years of experience.

RECOMMENDATION:

Approve the addition of a 1.0 Administrative Assistant position at the Support Operations Center upon opening of the building in March 2025.

CONTACT PERSON:

Matt Rigg, Chief Operations Officer

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda

Principal – Complete, print, sign and send to your Director. Director – if approved, sign and put in the Superintendent's mailbox