

**City of Smyrna**  
**New Personnel Request FY 2025**

<b>Position Title</b>	<u>Community Services Administrator</u>	<b>Grade</b>	<u>MGMT 3</u>
<b>Dept/Division</b>	<u>Administration</u>	<b>Date of Hire</b>	<u></u>
<b>Year(s) Previously Requested</b>	<u>0</u>	<b># Requested</b>	<u>1</u>

**Background/ Reason for new position:**

This position replaces the Assistant City Administrator, same pay grade.

**Job Description**   ☒ Attached (if no existing documentation on file with Human Resources).

**Capital Outlay: Submit forms for new vehicle request or other expenditure over \$20,000.**

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
	no change from current	
		\$ -

**Operation & Maintenance Expense: Add to budget submission as separate line item(s).**

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
		\$ -

**Personnel Services Cost (HR)**

Annual Pay	<u>159,128</u>
FICA/Medicare	<u>12,173</u>
Overtime	<u>-</u>
Life Insurance	<u>342</u>
Health Insurance	<u>12,994</u>
STD/LTD	<u>434</u>
401 Match	<u>3,183</u>
DB Pension	<u>11,855</u>

TOTAL                      **200,108**

**Comments (HR)**