

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new full-time grant funded position entitled Resource Room Navigator and establishing the salary therefor in the Career Center of Lowell.

The City Council by virtue of General Laws, Chapter 43, Section 5 has the right to reorganize the departments of the City of Lowell; and

The City Council, by virtue of Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby amended as follows:

1. In accordance with Chapter 43, Section 105 Mass. General Laws, the following position and salary is created in the Career Center of Lowell, effective upon passage:

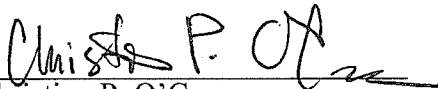
One (1) Full Time Resource Room Navigator
(DH07)
\$45,529.12 (min) - \$53,375.92 (max)
(35 hours per week)
Grant Funded

The above position and salary created by this Ordinance shall be filled only when the necessary funds for said position have been appropriated and said position and salary shall be eliminated when said funds are no longer available.

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:


Christine P. O'Connor
City Solicitor



Shannon Norton
Executive Director

Kevin J. Murphy
City Manager
City Hall
375 Merrimack Street
Lowell, MA 01852

Dear City Manager Murphy:

I am requesting that a new position be created in the Ordinance. The Resource Room Navigator position will oversee and staff our busy resource room. In the past we had staff rotate coverage of the resource room on a daily basis. This took staff away from their intensive case management work with job seekers and did not provide consistency in services to customers in the resource room. The resource room has computers that job seekers use to look for jobs, perform labor market research and work on their resumes. They can use our printers to print resumes and cover letters. There is a fax machine and phone for their use as well. Customers that use the resource room tend to need more assistance than the typical job seeker. Having one person whose job it is to assist customers in the resource room is optimal.

Currently we have an administrative assistant in this role. However, this is not an administrative position, it is working directly with job seekers. Creating this position in the ordinance will allow us to recognize that this is a dedicated position for the resource room. It will also allow us to structure our grant budgets to reflect that this is a position that is program related, not administrative. That is important, as our administration funding is limited. This position will also serve as a back up to our front desk receptionist.

I appreciate your consideration for creating this position in the Ordinance.

Sincerely,

Shannon Norton
Executive Director