

Introduced by Buffaloe

First Reading 2-10-26

Second Reading 3-2-26

Ordinance No. 026251

Council Bill No. B 52-26

**AN ORDINANCE**

amending Chapter 2 of the City Code to create a Communications Department; amending Chapter 19 of the City Code as it relates to unclassified service; amending the FY 2026 Annual Budget Appendix – Authorized Full Time Equivalent (FTE) position identification summary; amending the FY 2026 Classification and Pay Plan by closing, adding, reassigning, and retitling classifications; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 2 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 2-177. Departments listed.

(a) The following city departments have been established:

City clerk (Charter, section 13).

City manager (Charter, article III).

Communications.

Community development (section 29-6.1(e)).

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SECTION 2. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated in this section:

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*Unclassified service.* The following offices and positions are in the unclassified service: All department heads; all assistant department heads; deputy city manager; assistant city manager; deputy city counselor; prosecutor; assistant city counselor; assistant city prosecutor, internal auditor; sustainability manager; assistant fire chief; deputy fire chief; assistant police chief; deputy police chief; deputy city clerk; city management fellowship; cultural affairs manager; municipal court administrator; deputy court administrator; ~~engagement and public communications manager~~; diversity, equity and inclusion administrator; ~~creative services and marketing manager~~; communications and creative services manager; assistant to the city manager; administrative services manager; contact center and engagement manager; ~~special projects manager~~; ~~engagement coordinator~~; violence prevention administrator; executive assistant; airport manager.

SECTION 3. The FY 2026 Annual Budget Appendix – Authorized Full Time Equivalent (FTE) position identification summary adopted by Ordinance No. 026099 is amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

**City Manager**

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**Communications (0520)**

9957 – Engagement & Public Communications Manager	<del>1.00</del> <u>0.00</u>
9954 – Engagement Coordinator	<del>1.00</del> <u>0.00</u>
4801 – Public Information Specialist	<del>1.00</del> <u>0.00</u>

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**Communications**

<u>9954 – Engagement Coordinator</u>	<u>1.00</u>
<u>9944 – Web Developer</u>	<u>1.00</u>
<u>9942 – Digital Communications Coordinator</u>	<u>1.00</u>
<u>9934 – Video Engineering Specialist</u>	<u>1.00</u>
<u>9933 – Audio Visual Technician</u>	<u>1.00</u>
<u>9932 – Video Producer</u>	<u>2.00</u>
<u>9924 – Creative Services and Marketing Supervisor</u>	<u>1.00</u>

<u>9900 – Contact Center and Engagement Manager</u>	<u>1.00</u>
<u>9640 – Communications Supervisor</u>	<u>1.00</u>
<u>9631 – Neighborhood Engagement Coordinator</u>	<u>1.00</u>
<u>9600 – Communications Director</u>	<u>1.00</u>
<u>4803 – Graphic Artist</u>	<u>2.00</u>
<u>4801 – Public Information Specialist</u>	<u>2.00</u>
<u>4799 – Communications and Creative Services Manager</u>	<u>1.00</u>
<u>1385 – Customer Services Supervisor</u>	<u>1.00</u>
<u>1211/1213 – Customer Service Representative I/II</u>	<u>7.00</u>

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**Housing and Neighborhood Services**

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**Neighborhood Services (4035)**

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4104 – Neighborhood Communications Coordinator	<del>4.00</del> <u>0.00</u>
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**Community Relations (General Fund)**

**Creative Services & Marketing (0910)**

9944 – Web Developer	<del>4.00</del> <u>0.00</u>
9942 – Digital Communications Coordinator	<del>4.00</del> <u>0.00</u>
9934 – Video Engineering Specialist	<del>4.00</del> <u>0.00</u>
9933 – Audio Visual Technician	<del>4.00</del> <u>0.00</u>
9932 – Video Producer	<del>2.00</del> <u>0.00</u>
9924 – Media and Creative Services Supervisor	<del>4.00</del> <u>0.00</u>
4803 – Graphic Artist	<del>2.00</del> <u>0.00</u>
4799 – Creative Services and Marketing Manager	<del>4.00</del> <u>0.00</u>

**Contact Center (0950)**

1385 – Customer Services Supervisor	<del>4.00</del> <u>0.00</u>
1213 – Customer Service Representative I/II	<del>7.00</del> <u>0.00</u>
9900 – Special Projects Manager	<del>4.00</del> <u>0.00</u>

SECTION 4. The FY 2026 Classification and Pay Plan adopted by Ordinance 026164 is amended as follows:

**CLOSED CLASSIFICATIONS:**

9937 Design and Marketing Supervisor	Grade 109 Exempt
9957 Engagement and Public Communications Manager	Grade 112 Exempt, Unclassified
4104 Neighborhood Communications Coordinator	Grade 108 Non-Exempt

**NEW CLASSIFICATIONS:**

9600 Communications Director	Grade L3 Exempt, Unclassified
9640 Communications Supervisor	Grade 110 Exempt
9631 Neighborhood Engagement Coordinator	Grade 107 Non-Exempt

**REASSIGNED CLASSIFICATIONS:**

9937 Design and Marketing Supervisor to 4801 Public Information Specialist	Grade 109 Exempt  Grade 107 Exempt
9957 Engagement and Public Communications Manager to 9640 Communications Supervisor	Grade 112 Exempt, Unclassified  Grade 110 Exempt, Classified
4104 Neighborhood Communications Coordinator to 9631 Neighborhood Engagement Coordinator	Grade 108 Non-Exempt  Grade 107 Non-Exempt

**RETITLED CLASSIFICATIONS:**

4799 Creative Services and Marketing Manager  
to  
4799 Communications and Creative Services Manager

9924 Media and Creative Services Supervisor  
to  
9924 Creative Services and Marketing Supervisor

9900 Special Projects Manager  
to  
9900 Contact Center and Engagement Manager

**UNCLASSIFIED SERVICE CHANGES:**

9954 Engagement Coordinator to 9954 Engagement Coordinator	Grade 107 Non-Exempt, Unclassified  Grade 107 Non-Exempt, Classified
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SECTION 5. This ordinance shall be in full force and effect from and after its passage.

PASSED this 2nd day of March, 2026.

ATTEST:

  
\_\_\_\_\_  
City Clerk

  
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Mayor and Presiding Officer

APPROVED AS TO FORM:

  
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City Counselor