



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: July 7, 2025

Re: Amending the FY25 Annual Budget by adding and reassigning positions in the Finance Department

## Executive Summary

The Finance Department is requesting the reassignment of the current Administrative Technician II position to an Assistant to the Finance Director.

## Discussion

As the Finance Department continues to grow in complexity and scope to meet the evolving needs of the City of Columbia, we are requesting the reassignment of the current Administrative Technician II position to a new role titled Assistant to the Finance Director.

Over the past several years, the Finance Department has experienced substantial increases in workload and operational responsibilities. This includes implementation of more robust financial reporting and compliance standards, expansion of capital planning and debt management activities, greater demands for transparency, data analytics, and citizen engagement, as well as increased interdepartmental coordination and support needs.

The existing Administrative Technician II position has been invaluable, but the role's current classification no longer aligns with the strategic and administrative support needs of the Finance Department. This reassigned position will provide high-level administrative and analytical support to the Finance Director and senior staff, they will assist with project coordination, budgeting processes, policy development, and internal communications. This position will also serve as a liaison between the Finance and other city departments, boards and commissions, as well as support the preparation of reports, presentations, and grant applications

This change does not represent the creation of a new position but a reclassification based on expanded duties and greater departmental needs. We believe this reassignment will allow the department to function more efficiently and strategically.

This reclassification may result in a moderate salary adjustment in line with the added responsibilities, which can be absorbed within the department's existing budget for FY25.



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## Fiscal Impact

Short-Term Impact: None

Long-Term Impact: Unknown

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Public Safety, Tertiary Impact: Social Equity

### Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Mobility, Connectivity, and Accessibility,  
Tertiary Impact: Economic Development

## Legislative History

Date	Action

## Suggested Council Action

Discuss the approval of the Assistant to the Finance Director