

**RESOLUTION 26-11**

**A RESOLUTION TO RECLASSIFY AN AUTHORIZED POSITION IN THE FINANCE DEPARTMENT FOR FISCAL YEAR 2025-2026**

**WHEREAS**, the City of Spring Hill is committed to maintaining appropriate staffing levels and ensuring the efficient delivery of services through accurate classification of authorized positions; and

**WHEREAS**, there is currently one authorized Receptionist position in the Finance Department whose duties have expanded to include a broader range of administrative and confidential support responsibilities; and

**WHEREAS**, the reclassification of this position to Administrative Assistant I more accurately reflects the scope of work performed, including providing direct administrative assistance to the Finance Director; and

**WHEREAS**, this reclassification represents a consolidation and clarification of duties only, does not increase the total number of authorized positions, and does not result in any change to the current pay grade or compensation structure;

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen:

1. The authorized Finance Department position currently classified as Receptionist is hereby reclassified to Administrative Assistant I, effective upon adoption of this resolution.
2. This action does not increase the City's authorized strength and is budget-neutral for Fiscal Year 2025–2026.
3. City staff are authorized and directed to update all applicable personnel records, job descriptions, and related documentation to reflect this reclassification.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 5<sup>th</sup> day of January 2026.**

  
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Matt Fitterer, Mayor

ATTEST:

  
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April Goad, City Recorder

LEGAL FORM APPROVED:

  
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Patrick Carter, City Attorney

## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Rebecca Holden, Finance Director  
**DATE:** 01/05/2026  
**SUBJECT:** Resolution 26-11, Reclassification of Receptionist to Administrative Assistant I – Finance Department

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### **RECOMMENDATION:**

Staff recommends approval of Resolution 26-11, reclassifying one authorized Receptionist position in the Finance Department to Administrative Assistant I.

### **BACKGROUND:**

The Finance Department currently has one authorized Receptionist position. Over time, the responsibilities associated with this position have expanded beyond traditional front-desk duties to include a broader range of administrative and confidential support functions. These duties include providing direct administrative assistance to the Finance Director, coordinating departmental activities, and supporting financial operations.

Reclassifying this position to Administrative Assistant I more accurately reflects the scope of work being performed and aligns the position title with current job responsibilities. This action represents a consolidation and clarification of duties only and does not change the number of authorized positions.

### **FINANCIAL IMPACT:**

There is no financial impact associated with this reclassification. The position will remain at its current pay grade, and this action is budget-neutral for Fiscal Year 2025–2026.

