Memo

To: Marcus Brown, Human Resources Director

From: Janet Wrexham, City Manager

CC: (Your name here), Senior Analyst

Ted Brown, Director Special Projects

Date: 1/30/2026

Re: Car Sharing project job descriptions

Hi Marcus,

(Your name here) will be working on the information systems to support the new car sharing operation. (Your name here) will factor into the system the three positions that have been approved as part of the pilot project budget. The job descriptions below are general only, but are based on the research done into similar operations in other cities. Your department will receive the budget details for these positions in a separate memo.

Position 1 is for an operating manager. This person will be in charge of all day-to-day inside and outside operations. This means supervision of the other project staff and contracted services, hands-on management of the vehicle fleet as required, acting as member agent, developing marketing plans, and supervising the financial aspects of the project. Of course the manager will be able to call on other city departments and resources. As you can see, this will require a "people person" with good practical management skills. The suggestion is that the manager might have to spend as much as 50% of his/her time out of the office attending to practical details. Since the information system will be crucial for the success of the project the manager should have good general IT skills.

Position 2 is for an assistant manager. This position is exclusively responsible for the office operations and day-to-day financial activities. Good general IT skills are required, but experience with financial software will definitely be an asset. Since the assistant manager will be supporting the manager and filling in for the manager on a regular basis, good communication and people skills are required.

Position 3 is for half-time clerical and general office duties. I'm sure you have a standard job description for this .Since general office duties will from time to time include dealing with members and reservations, good people skills and general IT skills are required.

Please prepare standard job descriptions and prepare to advertise for these positions in about two months. The hiring and approval process will take about two months, and we expect to be operational in about four months. (Your name here) will provide you with the details of the information system related tasks and responsibilities for each position.