
**CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL – NOTES FOR WORK SESSION ITEMS
September 12, 2025**

- Attached is the current job description for the Parks and Recreation Director position for the City. Please review the document and come to the work session with any additions, corrections, changes or points of discussion for the position moving forward.
- Council person Schnedler has requested this item be reviewed by the City Council. Fire Marshal Erb will also be at the work session to participate in the discussion as the maintenance of the City's AED's is a responsibility that Bill has taken on. The objective of the discussion is for educational purposes and preparedness as the City has added several AED's in the last five years. Attached is a short PowerPoint that Bill has put together.