



MAYOR & COUNCIL COMMUNICATION

DATE: Oct 6, 2015
REGULAR
ITEM
MOTION

AGENDA ITEM: Administrative Assistant

SUBMITTED BY: Clark Schroeder Interim City Administrator

THROUGH: Clark Schroeder

REVIEWED BY: Clark Schroeder

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Staff

FISCAL IMPACT: Recommended salary of \$40,000 to \$45,000 with a fully load cost of \$59,200 to \$66,583. Upgrading planning assistant would be between \$3,010 and \$8,010 additional in salary and the same fully

SUMMARY AND ACTION REQUESTED:

With the recent staff turnover in Lake Elmo it has been determined that adding an Administrative Assistant and upgrading the current Planning Assistant would be in the best interest for the city.

BACKGROUND INFORMATION (SWOT):

Strengths – Adding another position and adding responsibilities to current position will allow the city to have some redundancies in the administrative department as well as the Community Development Department.

Weaknesses – Increased costs

Opportunities – The city will have personnel to support policy review, procedure development, organization and maintenance of city records, communication to residents and overall support to all departments.

Threats- Tax base could decline and make funding the position difficult.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council authorize the hiring of an administrative assistant and upgrade current planning assistant.

“Move to authorize the City Administrator to advertise, recruit, interview, and present for employment an Administrative Assistant.”