



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM 10
MOTION

AGENDA ITEM: Approve Posting Vacant Part Time Fire Department Position

SUBMITTED BY: Greg Malmquist, Fire Chief

THROUGH: City Administrator

REVIEWED BY: City Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECCOMENDER: Fire Chief

FISCAL IMPACT: None, filing vacant position

SUMMARY AND ACTION REQUESTED: To move ahead with the hiring process for the PT Administrative Assistant positon vacancy.

LEGISLATIVE HISTORY: At a previous Council Meeting, the current PT Administrative Assistant, Mike Cornell was hired fulltime with Public Works, thus creating the vacancy.

BACKGROUND INFORMATION (SWOT):

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| Strengths | Ensure adequate staffing to maintain current level of service and productivity. |
| Weaknesses | Limited to number of potential qualified applicants as the position is designed for a daytime Firefighter/Responder. |

Opportunities Fill the vacancy ASAP to allow for a transitional period and training by Mike Cornell.

Threats Administrative and day to day support work for fire department would be impacted, (station and vehicle maintenance, required record keeping and data entry, inspections, training) to name a few.

RECOMMENDATION: Staff recommends moving ahead with filling the vacancy.

ATTACHMENTS:

- Job Description