



MAYOR & COUNCIL COMMUNICATION

DATE: February 16, 2016

CONSENT

ITEM # 7

AGENDA ITEM: Approve Office Administrative Assistant Hiring

SUBMITTED BY: City Clerk, Julie Johnson

THROUGH: Interim Administrator, Clark Schroeder

REVIEWED BY: Clark Schroeder & Cathy Bendel

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMENDER: Interim Administrator and City Clerk.

FISCAL IMPACT: This is a full time non exempt position at \$19.50/hr with an estimated fully loaded cost of \$60,870.64 per year assuming family medical and dental coverage.

SUMMARY AND ACTION REQUESTED:

We received almost 50 applications for this position, and of those, 6 highly qualified individuals were interviewed. References have been verified and background check conducted. We are recommending that Patti Stucke be hired with a start date of February 24, 2016. Ms. Stucke has accepted the position contingent on approval by the City Council.

RECOMMENDATION: If pulled from consent agenda, motion should be:

“Motion to approve filling the Office Administrative Assistant position as recommended by City Staff.”