



MAYOR & COUNCIL COMMUNICATION

DATE: March 15, 2016

CONSENT

ITEM #8

AGENDA ITEM: Authorize Posting PT Fire Admin Position

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Clark Schroeder, Interim Administrator

REVIEWED BY: Greg Malmquist, Fire Chief & HR Committee

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 RECOMMENDER: City Clerk

FISCAL IMPACT: \$19.79/hr; 20 hours per week

SUMMARY AND ACTION REQUESTED: Staff is requesting Council authorization to advertise, interview and present a candidate to the Council for hiring to fill the vacant part time administrative assistant position in the Fire Department. As directed by the City Council, this position was reviewed by the HR Committee at the February 29, 2016 meeting. The Committee has recommended to advertise, recruit and fill the position with an hourly wage 50% higher than the hourly wage for a Firefighter to compensate for the added duties. This position requires full Firefighter certifications in order to provide additional coverage for fire calls during the day and to provide a qualified person to conduct maintenance on equipment, complete reports and perform other duties that require fire department knowledge and training.

RECOMMENDATION: If removed from the Consent Agenda, staff recommends the following motion:

“Motion to authorize staff to advertise, interview and present a candidate for hiring for the part time Fire Department Administrative Assistant opening.”