



MAYOR AND COUNCIL COMMUNICATION

DATE: April 19, 2016

CONSENT

ITEM #: 8

MOTION

AGENDA ITEM: Authorize Advertisement for Public Works Director Position

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Cathy Bendel, Finance Director

BACKGROUND:

In anticipation of Mike Bouthilet's retirement this summer, Council reviewed a draft job description and salary range for the Public Works Director position at its April 12 work shop. Staff was requested to add a commercial drivers' license (CDL) to the desirable qualifications. An updated copy is attached.

ISSUE BEFORE COUNCIL:

Should staff proceed with advertising for the Public Works Director position with the attached job description and salary range?

PROPOSAL DETAILS/ANALYSIS:

The job description includes essential functions such as planning, organizing and directing the department activities and staff; participating in long range planning; policy recommendations; and budgeting.

Minimum qualifications include a bachelor's degree and experience in public works with supervisory and budgeting responsibilities.

The job will be advertised following Council approval with interviews planned for the second week in May. Staff would anticipate a new director being on staff sometime in June.

FISCAL IMPACT:

The salary range is consistent with those in other metro cities of 6,000-10,000 population. The salary for the position was budgeted at \$75,150 for 2016. It is anticipated that the new Director will be able to perform some engineering functions, thus reducing engineering costs by about \$15-20,000 annually. Staff anticipates this would cover the increase costs of the Director position.

OPTIONS:

- 1) Authorize staff to advertise, interview and present a candidate for the Public Works Director position.
- 2) Amend the job posting, then authorize staff to advertise, interview and present a candidate for the Public Works Director position.
- 3) Do not authorize staff to advertise, interview and present a candidate for the Public Works Director position.

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

Motion to authorize staff to advertise, interview and present a candidate for the Public Works Director opening.