



## STAFF REPORT

DATE: January 3, 2017

**CONSENT**

ITEM #: 11

**AGENDA ITEM:** Approve Hiring of Office Administrative Assistant

**SUBMITTED BY:** Kristina Handt, City Administrator

Julie Johnson, City Clerk

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**BACKGROUND:**

In November, Council directed staff to advertise for a new Office Administrative Assistant following the resignation of the previous assistant. The position was advertised in November and applications accepted until December 9<sup>th</sup>.

**ISSUE BEFORE COUNCIL:**

Who should the Council hire as Office Administrative Assistant?

**PROPOSAL:**

We're recommending the City Council hire Tanya Nuss as Office Administrative Assistant at an hourly wage of \$20.00 contingent upon passing a background check.

Ms. Nuss has worked for a handful of cities in Minnesota and North Carolina.

**RECOMMENDATION:**

If removed from the consent agenda:

*“Move to hire Tanya Nuss as Office Administrative Assistant at an hourly wage of \$20.00 contingent upon passing a background check.”*