



STAFF REPORT

DATE: September 5, 2017
CONSENT

AGENDA ITEM: Hire Assistant City Administrator

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

The City advertised for applications for the Assistant City Administrator position from July 5-20. The week of August 7th, staff interviewed applicants.

ISSUE BEFORE COUNCIL:

Should Jacob Foster be hired as the Assistant City Administrator at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council hire Jake Foster as the Assistant City Administrator. Staff is further recommending a starting bi-weekly salary of \$2,116.80.

Mr. Foster has a few years of experience in the private sector working in various communications roles and recently worked at the City of Fridley as a Management Analyst.

FISCAL IMPACT:

Cost of the position including taxes and benefits for the rest of 2017 is \$22,250.

OPTIONS:

- 1) Hire Jacob Foster as the Assistant City Administrator at the terms described above.
- 2) Offer the job to Mr. Foster under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

RECOMMENDATION:

If removed from the consent agenda:

Motion to hire Jacob Foster as the Assistant City Administrator with a starting bi-weekly salary of \$2,116.80.

ATTACHMENTS:

None