



STAFF REPORT

DATE: March 21, 2023

CONSENT

AGENDA ITEM: Hire Administrative Services Director

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

One of the recommendations to come out of the Admin and Finance Dept audit last summer was to reorganize the administration department and replace the Assistant Administrator with an Administrative Services Director. The city has gone through a couple of application cycles and recently held interviews on Feb. 27 with the Mayor, Council Member Beckstrom, Public Works Director, Fire Chief, City Clerk and Administrator.

ISSUE BEFORE COUNCIL:

Should Karissa Goers be hired as the Administrative Services Director at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

The recommendation is to hire Karissa Goers with pay rate at grade 12, step 3. Her tentative start date is April 24th.

Goers most recently worked at the Dakota County CDA and previously had a number of years of experience in HR in the private sector.

FISCAL IMPACT:

The Administrative Services Director position has been included in the 2023 budget to accommodate this salary.

OPTIONS:

- 1) Hire Goers as Administrative Services Director at the terms described above
- 2) Offer the job to Goers under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

RECOMMENDATION:

If removed from the consent agenda:

Motion to hire Karissa Goers as Administrative Services Director with salary at grade 12, step 3.

ATTACHMENTS:

None