



STAFF REPORT

DATE: May 6, 2025

CONSENT

TO: Mayor and Councilmembers
FROM: Nicole Miller, City Administrator
AGENDA ITEM: Approve Administrative Services Coordinator Hiring

CORE STRATEGIES:

- | | |
|---|--|
| <input type="checkbox"/> Vibrant, inclusive, connected community | <input checked="" type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance | <input type="checkbox"/> Balanced Finances now and future |
| <input type="checkbox"/> Managed Growth | <input type="checkbox"/> Resilient Infrastructure |

BACKGROUND:

This role has been vacant since April 1, 2025. This position plays a key role in supporting Human Resources and administrative functions within the organization.

Interviews were conducted earlier this month by an interviewing panel consisting of our Finance Director, Fire Chief, City Administrator and Human Resource Generalist from Washington County. The panel is recommending Jennifer Doyle as the preferred candidate to fill this position.

ISSUE BEFORE COUNCIL:

Should the Council approve Jennifer Doyle to be hired as the Administrative Services Coordinator?

PROPOSAL DETAILS/ANALYSIS:

The recommendation is to hire Jennifer Doyle with pay rate at grade 10, step 6 and to begin PTO accrual at the 6-year level, and credit of 5 days of vacation.

Jennifer has more than thirteen years' experience in human resources management, including recruitment, onboarding, benefits, compliance, compensation, employee relations, union negotiations and more. Jennifer holds a master's degree as well as professional human resource certifications.

FISCAL IMPACT:

This position has been included in the 2025 budget.

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve hiring Jennifer Doyle as Administrative Services Coordinator with salary grade 10, step 6, and PTO accrual at 6 years, and credit of 5 days of vacation.”

ATTACHMENTS:

None