

**TO: Honorable Mayor and City Council**

**FROM: City Administrator Ron Johnson**

**SUBJECT: Approve Hiring of Administrative Student Intern**

**DATE: May 1, 2015**

**BACKGROUND**

Staff has been discussing the needs related to our administrative work flow and the continued delivery of good customer service and believe that a student intern would be an asset to us in continuing to take care of some backlog on some administrative tasks and help us to continue to provide good customer service.

The scope of work would likely evolve continually, but initially we would see the student occasionally covering the front office area (covering lunch breaks, brief absences, etc), working on records archiving, assisting with council resolutions/minutes upkeep, etc and assisting with certain activities in accounts payable.

Staff also discussed the potential of hiring a “permanent” part-time employee but felt that hiring an intern would be the appropriate step in determining the level of effectiveness of additional administrative staff, without a long term commitment.

This request was discussed at the April 21 Personnel Committee and the committee recommended Council approval of the hiring of an Administrative Student Intern.

**REQUESTED COUNCIL ACTION**

Authorize staff to interview and hire an administrative student intern at a wage of \$8.00 per hour.

Attachment(s): N/A