

TO: MAYOR AND CITY COUNCIL

FROM: LANELL ENDRES, ASSISTANT CITY ADMINISTRATOR

SUBJECT: HIRING OF TEMPORARY ADMINISTRATIVE ASSISTANT

DATE: JUNE 21, 2016

BACKGROUND

At the May 17, 2016 City Council meeting, Council authorized staff to begin the hiring process for a temporary administrative assistant. We received several applications and did three interviews. The interview panel chose Courtney Duesterhoeft as the successful candidate. She has an Associates of Applied Science in Executive Administration and an Associates of Applied Science in Legal Administration. A background investigation was conducted and successfully completed. I have extended a conditional offer to her contingent upon Council approval.

For your information, we are planning to conduct interviews for the Motor Vehicle position the last week of June and will bring forth a recommendation in July.

STAFF RECOMMENDATION AND REQUESTED COUNCIL ACTION

Staff recommends Council authorization to hire Courtney Duesterhoeft for the temporary administrative assistant position at \$12.00/hour.