

TO: MAYOR AND CITY COUNCIL

FROM: LANELL ENDRES, ASSISTANT CITY ADMINISTRATOR

SUBJECT: HIRING OF PART-TIME MOTOR VEHICLE CLERK

DATE: AUGUST 3, 2016

BACKGROUND

At the May 17, 2016 City Council meeting, Council authorized staff to begin the hiring process for a part-time motor vehicle office clerk. We received several applications and conducted five interviews. The interview panel chose Lois Berg as the successful candidate. She has experience working in a small office and in dealing with customers. A background investigation was conducted and successfully completed. I have extended a conditional offer to her contingent upon Council approval. She would start at Pay Grade 4, Step 5 on the City's Pay Grade System.

STAFF RECOMMENDATION AND REQUESTED COUNCIL ACTION

Staff recommends Council authorization to hire Lois Berg for the part-time motor vehicle office clerk position.