

TO: MAYOR AND CITY COUNCIL

FROM: Neil Jensen, City Administrator

SUBJECT: Zoning Administrator Position/Interim CEDA Contract

MEETING DATE: May 2, 2023

BACKGROUND

We have posted the Zoning Administrator position for several weeks and have of this memo 1 application. Speaking with the committee hiring the 2 positions it was recommended to post the position until the next City Council Meeting on May 2nd.

Staff feels that the position should be advertised as the Administrative Assistant License and Permit Technician. This was the position the previous Zoning Administrator held before being promoted to Zoning Administrator. Doing this opens a wider group of potential candidates. The Tech position is a Grade 6 as the Zoning Admin is a grade 9 on the wage scale. This was brought to the Hiring Committee and they decided to bring this to the whole council for discussion.

In the interim period I discussed this position with Ron Zeigler of CEDA and asked if they could provide an interim employee for 2 days a week. The hourly rate would be \$60.00 / hour for 2 days a week. This would help relieve the rest of the staff as we come into construction season.

STAFF RECOMMENDATION

With the consensus of the council, staff would like to advertise for the Administrative Assistant License and Permit Technician and contract with CEDA for 2 days a week until the position is filled.

REQUESTED COUNCIL ACTION

Please make a motion to approve the advertisement of the Administrative Assistant License and Permit Technician and contract with CEDA for 2 days a week at \$60.00 per hour.