

TO: MAYOR AND CITY COUNCIL

FROM: Neil Jensen, City Administrator

SUBJECT: Administrative Assistant License and Permit Technician

MEETING DATE: June 6, 2023

BACKGROUND

Zach Logelin has accepted the position of Administrative Assistant License and Permit Technician. Zach has a degree in Environment, Sustainability, Geography, GIS minor and worked as an intern for Eagan, MN in the Planning Department.

Zach will begin employment on June 20th.

Zach will start on grade 6, step 5 and after a 6-month satisfactory review will be moved to step 6. He will also accrue vacation at 2 weeks per year and receive all benefits according to the city personnel policy.

STAFF RECOMMENDATION

Please make a motion to approve Zach Logelin as the new Administrative Assistant License and Permit Tech starting on grade 6 step 5, accruing 2 weeks of vacation per year, moving to step 6 after 6-month satisfactory review, contingent upon successful background check.

REQUESTED COUNCIL ACTION

Please make a motion to approve Zach Logelin as the new Administrative Assistant License and Permit Tech starting on grade 6 step 5, accruing 2 weeks of vacation per year, moving to step 6 after 6-month satisfactory review, contingent upon successful background check.