



**MEMORANDUM**

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**DATE:** November 12, 2019  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Authorization to Appoint Office Support Specialist

**Budgeted Amount:**  
\$91,000

**Actual Amount:**  
\$78,300

**Funding Source:**  
Salary Split

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**Council Should Consider**

The Council should consider appointing Jennifer Shull as the Office Support Specialist at Grade 7 Step 6 on the compensation scale with all other normal City provided benefits.

**Background**

The City Council authorized staff to post for an Office Support Specialist at their September 23, 2019 City Council meeting. City Staff posted for the position and received 47 applications, and brought 8 candidates forward for interviews. Following staff interviews of the candidates, Jennifer Shull was identified as the best candidate for the position.

**Budget Impact**

The position was not budgeted in 2019; however, the budget has a vacant Public Works Working Foreman currently budgeted. This position would be in lieu of the working foreman and result in a cost savings for the 2020 budget of approximately \$12,700.

**Attachment**

N/A