



DATE: July 12, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Authorization to Begin Recruitment Process for a Senior Engineering Technician

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|--------------------------------|---------------------------------|-------------------------------|
| Budgeted Amount: N/A | Estimated Amount: N/A | Funding Source: N/A |
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Council Should Consider

Motions to approve, table, or deny the following:

- Authorizing staff to begin the recruitment process for a Senior Engineering Technician.

All items need a simple majority for action unless otherwise noted.

Background

The City currently has a vacancy in Public Works for a position under the Public Works Director/City Engineer; the City Council discussed this at their June Work Session and directed staff to bring forward a job description for approval and posting. The City Council is asked to allow staff to begin the recruitment process for the position, the attached job description is what would be used for the posting.

Anticipated process:

- Council approves authorization to begin the recruitment process
- Staff posts for the position and reviews candidates
- Staff reviews applications and selects interview candidates
- Staff will conduct a first round of interviews and select final round candidates
- Staff will conduct a final interview.
- Staff will bring forward a finalist for official Council approval

Councilmembers have previously expressed an interest in being part of the interview panel for certain positions at City Hall, currently no Councilmembers are slated to be on the interview

panel for this position; should Council want to designate Councilmembers to attend they should do so with this authorization (it would need to be pulled from consent and approved).

Budget Impact

This position will not adversely affect the 2021 budget as it is replacing a previously budgeted position.

Attachments

Attachment A: Senior Engineering Technician Job Description