



ARDEN HILLS
MEMORANDUM

DATE: January 10, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Authorize Recruitment Process for a Customer Service Representative

Budgeted Amount:
N/A

Estimated Amount:
N/A

Funding Source:
N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Authorizing staff to begin the recruitment process for a Customer Service Representative.

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

Background

The City currently has a vacancy for a Customer Service Representative (this is a job share position). The City Council is asked to allow staff to begin the recruitment process for the position.

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 if needed.
- Staff will bring forward a finalist for 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 2022 budget as it is replacing a previously budgeted position.

Attachments

N/A