



**DATE:** March 14, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Upgrade of City Clerk Position to Assistant to the City Administrator

<b>Budgeted Amount:</b>	<b>Actual Amount:</b>	<b>Funding Source:</b>
\$116,840	\$123,300	Various

**Council Should Consider**

Motions to approve, table, or deny the following:

- Upgrade the City Clerk position to Assistant to the City Administrator to include the updated job description and grade changes.

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

**Discussion**

The Personnel Committee reviewed the job duties of the City Clerk and the current structure of the City. Previously, a portion of the Human Resources function was moved under the City Clerk, these duties included day-to-day responsibilities, such as, seasonal hiring paperwork or posting job openings on the League’s website. The City Administrator retained many of the duties, such as, full-time employee paperwork and annual reporting. Following their review, the Personnel Committee is recommending that the majority of the Human Resource duties get allocated to the City Clerk and the job be upgraded to an Assistant to the City Administrator. The City Administrator would still retain Union Negotiations, high-level disciplinary issues, and major policy changes. With this upgrade a corresponding Grade change would be appropriate. Currently, the City Clerk is at Grade 14 Step 8, or \$91,734, this upgrade would bump her to Grade 15 Step 8, or \$97,238. This new position would still be the designated Clerk for the City.

**Budget Impact**

While this change is more than what was previously budgeted for the position in 2022, it should not adversely affect the 2022 budget overall. With this approval the Finance Director will make the necessary adjustments to the budget.

**Attachment**

- Attachment A: Draft Assistant to the City Administrator Job Description
- Attachment B: City Clerk Job Description