



SPECIAL CITY COUNCIL MEETING

PUBLIC MEETING ROOM

JANUARY 16, 2018

6:00 P.M.

1. Call to Order/Roll Call
2. Resolution 2018-008 Approve Hiring of Assistant to City Administrator
3. Adjournment



Request for Council Action

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Manager
MEETING DATE: January 16, 2018
SUBJECT: Resolution 2018-008 Approve Hiring Assistant to the City Administrator

Background:

Due to retirement there is a need to fill the position of Assistant to the City Administrator. The position was posted and applications were accepted from December 6, 2017 to January 2, 2018.

Four applicants were selected to be interviewed. Interviews were held on January 10, 2018 with an interview panel consisting of Interim City Administrator Mike McGuire, City Administrator Tim Murray and Human Resources Manager Kevin Bushard. From that interview the candidate selected for the position by the panel is Heather Slechta.

Resolution 2018-008 requests that Heather Slechta be hired as Assistant to the City Administrator. She would be hired at Assistant to the City Administrator wage step 8 of the Non-Union Compensation Agreement 2017-2018 (\$61,822).

Heather Slechta joins the City of Faribault with prior experience from Montgomery, MN in the same capacity. She has worked general elections, has her municipal clerk license and has met all other qualifications of the position. Staff feels that she will be a great benefit to the City of Faribault.

Recommendation:

Approve Resolution 2018-008 Approving Hiring of Heather Slechta, Assistant to the City Administrator for the City of Faribault, Minnesota

Attachments:

Resolution 2018-008

State of Minnesota
County of Rice

CITY OF FARIBAULT

RESOLUTION 2018-008

**RESOLUTION APPROVE HIRING OF ASSISTANT TO THE CITY ADMINISTRATOR
FOR THE CITY OF FARIBAULT, MINNESOTA**

WHEREAS, the City of Faribault (the "City") presently has a vacant Assistant to the City Administrator position that needs to be filled by a qualified candidate; and

WHEREAS, the City has advertised and interviewed for the Assistant to the City Administrator position with the City; and

WHEREAS, the City Council desires to fill the vacant Assistant to the City Administrator position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Faribault, Minnesota, that Heather Slechta, shall be extended an offer of employment to fill the vacant Assistant to the City Administrator position.

Date Adopted: January 16, 2018.

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator