



Memorandum

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: November 17th, 2008

Re: Salary Table, Job Descriptions and Position Allocation Chart

It is necessary for the Mayor and Council to officially approve the creation of job positions (and accompanying job descriptions) along with accompanying salary ranges to facilitate the hiring and compensation for four key positions. As the city progresses in the hiring process for the police department, I will come back to the City Council for further approvals.

In order to fast track the hiring of certain key positions, I am recommending the approval of job descriptions and a salary range for the following positions:

1. Police Chief
2. Finance Director
3. City Clerk
4. Municipal Court Clerk

I am in the process of recruiting for these key positions and it would be prudent at this time for the City Council to approve the hiring for these positions and dictate the minimum and maximum salary range for these jobs. After approval of these actions, the City Manager would have authority to hire employees for these positions within the salary ranges established by the City Council.

Thank you for your consideration of this request. I will be available to you to answer any questions that may arise.

ATTACHMENTS: (1) Position Allocation Chart (2) Proposed Salary Ranges
(3) Job Descriptions (4) Recent salary study