



AGENDA ITEM #8.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: February 29, 2016

Subject: Request to Hire Office Manager

Report: Applications are being reviewed for the position of Office Manager. Chief Klang, Sergeant Turcotte, and I will be interviewing applicants on February 29th and we will bring information to the Council Meeting to offer the position to one of the applicants. This offer will be contingent upon successful background checks and pre-employment screenings.

If any member of the Council is interested in reviewing any application information, please contact Sergeant Turcotte.

Council Action Requested: Council motion to hire an Office Manager in the Police Department contingent on successful background checks, pre-employment screenings, and the applicant's acceptance of a conditional offer of employment. Specific information will be provided on Monday evening.