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## Agenda Memo

Crest Hill, IL

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**Meeting Date:** March 4, 2024  
**Submitter:** Tony Graff, Interim City Administrator  
**Department:** Administration  
**Agenda Item:** Request to Post the Open Public Works Director Position

**Summary:** The Public Works Director position was open effective February 9, 2024.

Interim HR Director Strahl prepared a Job Posting for the position upon reviewing the job description with a salary range of \$129,000 to \$169,000 at the mayor's direction. The position was not posted immediately, as proposed. The Mayor intended to bring this information to the City Council prior to posting. However, in the interim a Part Time Temporary Public Works Director candidate was approved at the February 5<sup>th</sup> City Council meeting. The plan is to market the position through the trade association (APWA), and other municipal job sites with a closing date of April 15, 2024.

**Recommended Council Action:** Request authorization for the Interim HR Director Dave Strahl to post the Public Works Director position with a closing date of April 15, 2024.

**Financial Impact:**

**Funding Source:** FY 25 Budget – Streets, Water & Sewer

**Budgeted Amount:**

**Cost:** \$190,000 start date June 1, 2024

**Attachments:** Job Posting Recruitment Notice

Job Description Public Works Director