



REQUEST FOR COUNCIL ACTION

AGENDA DATE: March 13, 2023

AGENDA ITEM: Consider hiring Amanda Mitchell as Administrative Assistant

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

In December, City Council directed staff to initiate the hiring process for Administrative Assistant for the Police Department.

City staff interviewed ten (10) candidates. Seven (7) candidates were invited back for a 2nd interview. The qualifications and credentials of these candidates was very impressive and after deliberation, we are recommending the hiring of Amanda Mitchell for the Administrative Assistant position with the Police Department. Amanda's offer letter is attached for reference. Amanda brings considerable administrative experience. She is proficient in transcription and has many other qualities we believe will be a great fit for the Police Department. If approved, her first day of employment as an Administrative Assistant for the Police Department will be March 27, 2023.

REQUESTED COUNCIL ACTION:

Make a motion to approve the hiring of Amanda Mitchell as Administrative Assistant in accordance with the attached offer letter/agreement.