



February 24, 2025

Mrs. Kris Curnow



Dear Kris,

Congratulations on your pending appointment to the part-time Library Public Services Clerk I position with the Grand Rapids Area Library! Following is an outline of the terms and conditions of your employment.

Conditions:

Your appointment will be presented to the City Council at their Monday, March 10, 2025, meeting, and will be subject to a successful completion and passing of a background check, pre-employment drug screening and City Council appointment.

- Please sign and return the Background Check Authorization and Authorization for Driver's License Check forms to me. Please also provide a copy of your current driver's license and social security card. You may drop the driver's license and social security card off at your convenience
- Between now and mid-April, please stop by Northern Drug Screening located at 111 NE 10th Avenue in Grand Rapids, MN, for a pre-employment drug screening. They are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.

Terms:

Start Date: Your first date of part-time employment will be Thursday, May 1, 2025, subject to the successful completion and passing of the pre-employment conditions listed above. Your start time will be determined at a later date.

Compensation: Your wage for part-time employment will be \$20.67 per hour.

Schedule: This position is scheduled to work four to five days per week; 28 hours per week.

Representation: AFSCME.

