



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / February 4, 2026

SUBJECT: Establish an Administrative Assistant Position and Authorize Staff to Solicit Applications

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/22/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-08 establishing the position of Administrative Assistant and amending the City's 2026 Salary Plan; and to authorize staff to solicit candidate applications.

Overview / Background

The promotion of Finance Director Nowezki to the position of City Administrator created a vacancy in the staffing level at City Hall. Rather than hiring to replace the open Finance Director seat as is, staff took some time to thoroughly evaluate what roles and duties would potentially assure City Hall maintains quality customer service for the community we serve. Primary areas of responsibility were identified to include:

- Administering all utility billing functions.
- Performing general City Hall office support and customer service duties such as answering / transferring calls, managing and stocking office supplies, participating in daily mail collection and distribution, assisting with large mailings, maintaining a variety of filing as directed, and other duties as assigned by the City Administrator or City Clerk.
- Performing clerical support for the Public Works Director to include checking emails and office voicemails daily, maintaining a log of messages and work items that require response by Public Works, and assisting with document preparation as needed. It should be noted that these Public Works related duties can readily be accomplished by an employee stationed at City Hall.
- Issuing certain routine licenses and potentially serving as a backup to assist the City Clerk with other permitting.
- Performing records retention related activities on a more frequent basis.
- Providing clerical or customer service related support for the City Clerk during elections and early voting periods as needed or able.

City Administrator Nowezki also suggested that a position with the above duties respond directly to the City Clerk. Given that all City employees are responsible to the City Administrator in addition to their supervisor, placing an office staff member under the City Clerk's immediate supervision would help clarify that the position would be supporting both the City Clerk and City Administrator as needed or directed.

Staff has prepared a new position description (see attached) for a full-time Administrative Assistant to be officed at the City Hall front desk, and is recommending the following salary range for the position proposed:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Assistant - <u>Hourly</u> <i>Non-Exempt</i>	\$23.77	\$24.33	\$24.88	\$25.43	\$25.99	\$26.54	\$27.09	\$27.64

It should be noted that the proposed pay scale for the Administrative Assistant position would be consistent with funds allocated in the 2026 operating budget for a third City Hall staff member.

Supporting Information

- Resolution No. 2026-08
- Administrative Assistant Position Description