



New Prague Utilities Commission

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH • NEW PRAGUE, MINNESOTA 56071 •
PHONE (952) 758-4401 • www.ci.new-prague.mn.us • FAX (952) 758-1149

Bruce Reimers
General Manager

MEMORANDUM

TO: New Prague Utilities Commission
FROM: Bruce Reimers, Utilities General Manager
DATE: April 22nd, 2024
SUBJECT: Utility Billing Clerk Assignment

Due to a resignation effective April 26th, 2024, the Utility Billing Clerk position was vacant. The Utilities General Manager and Finance Director contracted with Robert Half staffing solutions to secure a temporary placement that will fill the position until a permanent placement is hired.

The Utility Billing Clerk job is posted in the New Prague Times, the Extra and electronic sources (ex: League of MN Cities and MMUA). The position is open until filled and applications will be reviewed upon receipt. The hiring wage for the position is based off Grade 9, Step 1 \$27.54-Step 11 \$36.13. We are also utilizing Robert Half's recruiting services for this position, the service is no cost to us unless we hire an employee they have presented, the rate is a one-time cost of 25% of the salary accepted by the applicant.

Recommendation: Commission approves the hiring of a Utility Billing Clerk.