

CITY OF ORLAND
APPOINTMENT LETTER

Director of Administrative Services/City Clerk

July 21, 2026

Jennifer Schmitke
City of Orland

Dear Ms. Schmitke:

It is my pleasure to appoint you to the position of Director of Administrative Services/City Clerk for the City of Orland, effective upon the City Council's adoption of the classification and salary range and approval of the related side letter of agreement with United Public Employees of California, Local 792 ("Union"). This appointment supersedes any prior draft appointment letter, including the draft dated June 1, 2026.

This is a represented position within the Union's Mid-Management Unit. Your wages, hours, and terms and conditions of employment are governed by the Mid-Management Unit Memorandum of Understanding ("MOU"), as it may be amended, together with the adopted class specification for the position.

You will report directly to the City Manager. You will supervise the City's administrative, clerical, customer service, and human resources support staff, and you will be responsible for City Clerk functions, records management, customer service, daily City Hall operations, human resources administration, risk-claims administration, and administrative support to the City Council, City Manager, and City departments, as set out in the class specification. Finance and treasury functions are provided separately and are not assigned to this position.

Your salary shall be Step 1 of the adopted range for the classification (\$ 95,000 per year), payable in accordance with the City's regular payroll schedule. Step advancement, longevity, leaves, benefits, retirement, and all other compensation shall be as provided in the MOU. Consistent with your assignment of the duties and responsibilities and responsibilities of this position of June 1, 2026, the above salary is to be retroactive to June 1, 2026.

You will continue to serve as the City's City Clerk as part of this combined classification. Your acceptance acknowledges the terms set out in this letter and in the MOU and class specification.

The City appreciates your dedication and leadership, and looks forward to your success in this role.

Sincerely,

Justin Chaney, Acting City Manager
City of Orland

ACCEPTANCE

I, Jennifer Schmitke, accept the appointment to the position of Director of Administrative Services/City Clerk and acknowledge the terms set out in this letter, the Mid-Management Unit MOU, and the adopted class specification.

Jennifer Schmitke

Date: _____