



INTERIM CITY ADMINISTRATOR – TERMS OF EMPLOYMENT

Date: April 1, 2026
To: Jessica Chamberlin
From: Rick Norby, Mayor
Cc: City Council

RE: Appointment as Interim City Administrator

Dear Jessica Chamberlin,

The City of Sidney is pleased to offer you appointment to the position of Interim City Administrator, subject to the following terms and conditions. This interim appointment is intended to support the City's operational needs while evaluating the structure, scope, and long-term implementation of the City Administrator role.

1. Appointment and Start Date

Your appointment as Interim City Administrator will begin on **[Start Date]**.

2. Term of Interim Appointment

This appointment is temporary and will remain in effect for a period of one (1) year, concluding on **[End Date]**, unless extended or concluded earlier by the City. The City reserves the right to modify the duration of this interim appointment based on organizational needs or direction from the Mayor and City Council.

3. Compensation

You will be compensated at a rate of **[\$amount] [per year / per hour]**, payable in accordance with the City's standard payroll practices. Compensation may be reviewed or adjusted by the City Council.

4. Position Status and Authority

The Interim City Administrator serves under the direction of the Mayor within the Mayor–Council form of government, consistent with Montana law. This position does not alter statutory authority of the Mayor or City Council. The role supports day-to-day operations, implements policy, and coordinates departments. Routine personnel supervision and discipline

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may be administered; however, hiring decisions require mayoral approval and terminations must be escalated to the Mayor.

5. Duties and Job Description

Duties will align with the adopted job description. The job description may be modified during the interim term. Additional responsibilities may be assigned by the Mayor.

6. Performance Expectations, Tracking, and Review

The employee will establish goals with the Mayor, track accomplishments, and provide regular reports. **Performance reviews will occur quarterly, with a final summary report at the conclusion of the interim period.**

7. Recruitment for Permanent Position

At the conclusion of the interim term, the City may establish a permanent position, which will be formally posted. The interim administrator may apply and will be considered alongside other candidates.

8. Work Hours and Expectations

This position is exempt and requires a minimum of 40 hours per week. Work outside normal hours is expected as needed. Time must be tracked in accordance with City policy.

9. At-Will Status

This appointment is at-will and may be concluded at any time, consistent with applicable law.

10. Compliance

The employee must comply with all City policies and applicable laws.

Accepted by:

Jessica Chamberlin

Date: _____

Approved by:

Rick Norby, Mayor

Date: _____

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