



April 14, 2026

Dear Jessica,

On behalf of the City of Sidney, I am pleased to formally offer you the position of **Interim Chief Administrative Officer**, pending City Council approval of the terms and appointment at the **April 20, 2026** City Council Meeting.

This is a full-time position responsible for overseeing the daily operations of the City and ensuring that services are delivered effectively and efficiently across all departments. In this role, you will serve as the primary administrative leader for the organization, act as the Human Resources director for all City employees, and lead the development and implementation of processes and procedures that strengthen organizational performance and accountability. This position serves as the supervisor of all City personnel and reports directly to the Mayor.

Your compensation for this position will be between **\$107,120 - \$114,400 annually, depending on experience**, along with any applicable benefits as provided under City policy.

Jessica, the Sidney City Council has complete confidence in your ability to step into this role. We are very proud of your accomplishments with the City to this point and deeply value your continued public service to our community. Your leadership, professionalism, and commitment have not gone unnoticed, and we are grateful for your willingness to serve in this capacity.

This interim appointment will begin on **May 1<sup>st</sup>, 2026** and will remain in effect until **May 1<sup>st</sup>, 2027**, or until otherwise determined by the City. Performance reviews will be conducted on a quarterly basis. The position of permanent Chief Administrative Officer will be formally evaluated in March 2027.

Please indicate your acceptance of this offer by signing below.

We are confident that you will continue to serve the City of Sidney with excellence, and we look forward to working alongside you in this new role.

Sincerely,

Rick Norby  
Mayor, City of Sidney

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

The City of Sidney is an equal opportunity employer and provider.