



April 14, 2026

Dear Karmen,

On behalf of the City of Sidney, I am pleased to formally offer you the position of **Interim Clerk/Treasurer**, 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 maintaining official City records, preparing and preserving minutes and documents, administering elections and public notices, and ensuring compliance with applicable laws and City code. The position oversees the City's financial operations, including the receipt, custody, investment, and disbursement of public funds; preparation of financial reports; coordination of budgeting and audit processes; and maintenance of accurate accounting records. Acting under the direction of the Chief Administrative Officer, Mayor and City Council, the Clerk/Treasurer provides administrative support to governing bodies, ensures transparency and proper documentation of City actions, and performs all duties prescribed by Montana law and City of Sidney ordinances.

Your compensation for this position will be between **\$86,320-\$97,760 annually, depending on experience**, along with any applicable benefits as provided under City policy.

We are excited to offer you the opportunity to serve as Interim City Clerk/Treasurer and are confident that your existing knowledge, dedication, and initiative will bring immediate value to the organization. Your understanding of City operations, combined with your strong work ethic and drive to improve processes, make you well-suited for this role. We look forward to supporting your continued professional growth and to seeing how your leadership will further strengthen both the position and the City's operations.

This interim appointment will begin on **May 1st, 2026** and will remain in effect until **May 1st, 2027**, or until otherwise determined by the City. Performance reviews will be conducted on a quarterly basis. The position of permanent Clerk/Treasurer will be formally opened for applicants in March 2027.

Please indicate your acceptance of this offer by signing below.

We are excited to see you step into this role and look forward to the continued impact you will have serving the City of Sidney.

Sincerely,

Rick Norby
Mayor, City of Sidney

Accepted by: _____

Date: _____

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