



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: October 6, 2021

Subject: Deputy Clerk job description

I have had an opportunity to review the structure of Administration and have put together a job description for a Deputy Clerk. I have attached the proposed job description for your review.

I have submitted the job description to Baker Tilly for review and inclusion in the Classification and Compensation Study. Baker Tilly has classified the position with a salary range of \$57,638 to \$70,851 (\$27.71/hour - \$34.06/hour).

I would like a consensus from the City Council to begin advertising for this position.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

