



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 1, 2021

Subject: Deputy City Clerk conditional offer

The City received 25 applications for the Deputy City Clerk position. Accounting Clerk Wanda Brown and I scored applications and selected 7 candidates for a first round interview held over Zoom with Accounting Clerk Brown and me. After the first-round interview, four candidates were invited to a second interview conducted by Building Official Baker, Permit Technician Pearson, Accounting Clerk Brown and me. While we were impressed with all of the semi-finalists, one individual rose to the top. I am pleased to present Carrie Gerard to the City Council as the finalist for the Deputy City Clerk position.

Carrie has a Bachelor's Degree in Spanish Language and Cultures from the University of Minnesota. For the past fifteen years, Carrie has worked for Hopkins Public Schools, currently holding the position of Marketing Coordinator within its Community Education Department. In that role, she handles event coordination; general office management, bill payment, customer service and HR processes for the Department; manages social media and website updates and content; onboards, trains and supervises marketing staff, interns and others; responds to public requests for information; and preparing marketing materials. Prior to that, she served as a Program Assistant with Hennepin County - NorthPoint Health and Wellness Center.

Staff is recommending the City Council authorize making a conditional offer to Carrie Gerard, contingent upon successful completion of a background check and a pre-employment drug test. I recommend starting Carrie at Step 3 of the 2022 salary schedule (\$63,286.85/year or \$30.42/hour). I am requesting that Carrie, for purposes of vacation calculation only, be given 3 weeks of vacation per year, rather than the 2 weeks as outlined in the personnel policy.

The anticipated start date would be January 3, 2022. This position is subject to a one-year probationary period.

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