

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Job Description Update – Finance Director
DATE: January 5, 2026

OVERVIEW:

As we prepare to post for the Finance Director position, it was realized that the job description had not been updated since 2007. With industry changes, regulations and job duties that have evolved over the last 18 years, we made substantial changes to the description.

Staff is preparing to post the position from January 12th until February 9th. At that time interviews will be scheduled with a Staff group as well as with City Council.

REQUESTED COUNCIL ACTION:

Council is requested to review and approve the updates as presented by staff.

Attachments:

- Job Description – Finance Director, dated January 2026