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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Administrative Captain Hybrid Position  
**DATE:** November 6, 2023

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**OVERVIEW:**

Position was discussed throughout the financial planning process and within several work sessions. This position is a hybrid created to meet the needs of City Administration as well as the Fire Department.

**As discussed on October 30<sup>th</sup>:**

- Hire a shared Administrative Captain FTE position that would work to fill the needs of City Hall Administration and Fire.
- Position would be hired at a Grade 10, \$31.52 an hour, Exempt position (does not qualify for overtime pay)
- Budget considerations could be:
  - 2024 – seasonal position, funds from vacant PT assistant chief, Nowthen contract
  - 2025 – seasonal position, funds from vacant PT assistant chief, Bethel contract, PS funds
- This position would be posted internally first, and if no response or qualified applicants it would be opened to public.
- This position will work a Tuesday through Friday, 10-hour day schedule.

**ACTION TO BE CONSIDERED:**

Council to approve the Position Description and authorize staff to release the position for hire.

**Attachments:**

- Position Description