

TO: City Council
FROM: Lisa Parks, City Administrator
DATE: September 19, 2023
SUBJECT: Employment Contract for Administrative Services Director

1) Recommended Action:

Authorize the signing of an employment agreement with Michelle Sutherland to be the City's Administrative Services Director

2) Background:

The City currently has an opening for a permanent Administrative Services Director who provides oversight to human resources and the city clerk's office. We have updated the Class Specifications, advertised this opening and interviewed a pool of applicants with diverse backgrounds. From the candidates, the City has completed negotiations with Michelle Sutherland and the Mayor and the City Administrator are recommending the attached agreement.

Ms. Sutherland has a Bachelor's Degree in Psychology/Business Administration, and is currently working on a Master's Degree in Management and Leadership from Western Governors University. She has most recently served as the Administrative Services Director for the City of Shelton, responsible for planning, organizing and directing the City's human resources, risk management, payroll, budget and information technology divisions. Ms. Sutherland's background includes extensive experience in strategic planning and leadership, with a broad background in government administration, human resources, recruitment, labor relations, risk management, safety, budget, information technology, and diversity, equity, and inclusion. She has expressed a sincere commitment to creating positive work environments, fostering employee development, inspiring staff, and implementing innovative and creative human resource strategies that align with the organizational mission, values, and goals.

3) Policy Support:

OUR MISSION:

In active partnership with our community, we provide courageous leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

4) Alternatives:

☐ Do not approve this agreement.

5) Fiscal Notes:

The compensation proposed in the contract is sufficiently covered in the City Budget. The

salary is within the range for the position.

6) Attachments:

A. Employment Agreement with Michelle Sutherland