



## Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Utility Billing Coordinator DEPARTMENT Water Systems # OF APPLICANTS: 2

FT ☒ PT ☐ SALARY ☐ HOURLY ☒ Days Posted: 5 Incumbent: Lori Bachler

☐ NEW POSITION ☒ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☐ Y / ☒ N  
(See Recruitment Policy)

Reason for Opening:

The incumbent Lori Bachler has provided notice of resignation due to retirement.

Justification for fill:

Filling the Utility Billing Coordinator position is vital to maintain accurate, timely utility billing and ensure steady revenue for the City. This role safeguards compliance with state and municipal regulations while reducing errors and administrative workload.

Top Candidate Name: Jodi Buska Recommended Grade/Step/\$ Grade H - Step 6

Qualifications:

Jodi has an associates degree in business management along with the experience necessary to fulfill the job duties and responsibilities. Jodi also has college level experience in business management with one year shy of her masters degree.

First Alternate Name: Suzanne Frentzel Recommended Grade/Step/\$ Grade H - Step 5

Qualifications:

Suzanne has an associates degree in accounting along with the experience necessary to fulfill the job duties and responsibilities.

Second Alternate Name: \_\_\_\_\_ Recommended Grade/Step/\$ \_\_\_\_\_

Qualifications:

Comments:

Peter Hartz 11/12/2025

Supervisor Signature/Date

Department Head Signature/Date

### Human Resources

- ☐ References Completed
- ☐ Background Check Completed
- ☐ Permission for Screening Received
- ☐ Grade, Step, and Years of Service
- ☐ Contingent Offer Drafted

\_\_\_\_\_  
HR Signature Date

\_\_\_\_\_  
Finance Director Signature Date

\_\_\_\_\_  
Mayor Signature Date

### Final Approval

Grade \_\_\_\_ Step \_\_\_\_ \_ Vacation \_\_\_\_

Finance Committee(as required) \_\_\_\_

Effective Date: \_\_\_\_\_