

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: July 15, 2025

Subject: IT Intern

Background

Over the summer of 2025 the needs and IT budget have been reviewed and there is an opportunity to expand service of the office with the creation of a Limited Term IT internship position. The position would follow recruitment policy guidelines and will be paid according to the Engineering Internship structure already note in the payroll resolution. The job description will be posted and oversight by the IT Coordinator.

Budget Goal

1. Supports employee retention and growth, while also evaluating operations and the associated staffing
2. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The position will come from part time salaries Acct # is 01-51-86-16 No benefits are allocated for this role. No additional equipment needed for this role. Estimated to be 10 hours during the school year and potentially more during the summer, as budget allows. This would reduce some of the need for the outside vendor.