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MEMO

TO: Mayor McFarland and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: December 6, 2022
RE: Finance Committee Agenda Narrative for December 12, 2022

Agenda Items:

Review and take possible action: Approve hiring Matt Willmann for the Assistant Operations Manager at Grade M, Step 1

BACKGROUND

Review and take possible action: Approve hiring Matt Willmann for the Assistant Operations Manager position at Grade M, Step 1: The Public Works Director/City Engineer advertised internally to fill the position of Assistant Operations Manager recently and received one qualified application within the five day advertising time frame. The one candidate was interviewed and was found to be a welcomed and qualified candidate for the position.

I am requesting Finance Committee approve Matt Willmann as City of Watertown's Assistant Operations Manager at Grade M, Step 1 - \$32.75/hour. Funding of this position is out of Street and Solid Waste Division salaries account and the Stormwater Utility Payroll Allocations account and there is sufficient funding to cover the requested salary.

Attachments:

Review and take possible action: Approve hiring Matt Willmann for the Assistant Operations Manager position at Grade M, Step 1:

- Candidate Selection Form