

Watertown City Council

September 12, 2023

Agenda Item:	Deputy City Clerk Resignation and Recruitment
Request for Action:	Motion Accepting Resignation and Authorizing Recruitment
Employee/Dept.:	Jake Foster, City Administrator

Background:

Deputy City Clerk, Christine Dammann, has submitted her notice of voluntary resignation effective September 21, 2023. The resignation is considered to be in good standing.

Administrative Assistant/Permit Technician Kimberly Block has expressed interest in filling the soon-to-be-vacant Deputy City Clerk position. Staff recommends moving Ms. Block into that role with a start date to be determined. The details of her promotion are also to be determined. Once terms and a start date are agreed upon with Ms. Block, staff will bring forward the appointment with any retroactive provisions necessary.

Ms. Block is an excellent employee and has demonstrated significant capacity to grow her role. This would also allow her two weeks to learn from Ms. Dammann prior to her departure. Staff recommends promoting her to Deputy City Clerk. She would also like to retain her 40 hour/week schedule which can be adjusted for within the 2024 budget.

Furthermore, staff is recommending authorization from the City Council to the recruitment for an Administrative Assistant/Permit Technician also at 40 hours per week.

Budget Impact:

TBD

Funding Source:

General Fund>Administrative Assistant
General Fund>Deputy City Clerk.

Recommendation:

Staff recommends that City Council accept Ms. Dammann's resignation and authorize the advertising for the Administrative Assistant/Permit Technician position should Ms. Block be promoted to the Deputy City Clerk role.

Requested Action/Motion:

"I move to accept the resignation of the Deputy City Clerk, authorize the negotiation with Ms. Kimberly Block for the Deputy City Clerk position, and authorize the recruitment of an Administrative Assistant/Permit Technician."

Attachments:

None