



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno, Administrative Services Director

Date: March 3, 2016

RE: Deputy Clerk/Administrative Assistant Position Update

As requested by Council President Taylor, this memo is to provide an update on the above noted position.

When the position became vacant on December 9, 2015, HR staff worked with the affected department, as is done with all vacant positions, to review the position. This review included the following: (1) confirmation that the position is needed, (2) a review of the position description and accompanying pay, and (3) an estimated timeline and plan to fill the position. Based on the review, it was determined that the position is still needed, which prompted staff to proceed with the recruitment process.

The recruitment process wrapped up in late February and the top ranked candidate was selected. To that end, I am pleased to announce that we have a new Deputy Clerk/Administrative Assistant beginning work on Monday, March 7, 2016.

Since the person in this position works and interacts with the Council, she will be introduced at a Council Meeting in the near future, date to be determined upon her arrival.

Please let me know if you have questions or would like additional information on this item.