



MEMORANDUM

March 28, 2013

TO: PERSONNEL COMMITTEE
FROM: PAMELA A. CAPTAIN, CA/PERSONNEL DIRECTOR
PC
RE: COMPTROLLER/TREASURER POSITION VACANCY

This meeting is requested in follow-up to the consensus of the Personnel Committee at its February 4, 2013 meeting to delay recruitment in filling the position vacancy of the city comptroller/treasurer until the release of the Springsted Incorporated report setting forth their recommendations.

Springsted Incorporated recommends as a high priority that the City recruit an Administrative Services Director and begin working on creating an Administrative Services Department.

ADMINISTRATIVE SERVICES DIRECTOR: The person would report to the Mayor and be responsible for supervising, directing and coordinating the financial and administrative activities of the City. Administrative activities refers to those things that work across the whole organization including – finance, human resources and information technology. Springsted is recommending an integration (or bringing together) of the finance, human resources and information technology functions.

In its report, Springsted outlines the skill sets and competencies for this position to include financial and analytical skills, organizational and operational analysis, strategic planning, knowledge of information technology and human resources, the ability to collaborate and the ability to define and implement new business processes to maximize City resources.

REQUESTED ACTION: 1. Authorize the personnel director to move forward filling the position vacancy based on the recommendations from Springsted Incorporated. OR

Alternatively, authorize the personnel director to secure a recruiting firm to move forward filling the position vacancy based on the recommendations from Springsted Incorporated.

2. Set a schedule to bring candidates for the administrative services director position for interview before the Personnel Committee.