



MEMORANDUM

TO: City of Menasha Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: July 14, 2016

RE: Public Works Director Recruitment Update

As you know, with the recent retirement of Public Works Director Radtke, as of July 1st, after more than twenty seven years of service, the recruitment process was authorized, a committee was selected, and the process to search for a new Public Works Director was initiated in late May.

As part of the recruitment process, an initial position posting was published and distributed on June 3rd, with applications due back to the City by July 1st. An initial review of the applications received was completed following the deadline, and while there were some viable candidates, the Committee felt that the application period should be extended in an effort to attract more candidates. To that end, the new deadline for interested parties to make application for the position was extended through July 25th. Please note that all applications that were received by the first deadline are still in the mix and will be combined with all applications received by July 25th to determine the most qualified candidates.

In regard to the expected timeframe when the new Public Works Director will be on board, this extra few weeks will impact that, however the Committee believes that it will be time well spent if the pool is able to be expanded.

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