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**CITY ADMINISTRATOR'S OFFICE MEMO**
cityadmin@hiawatha-iowa.com
**319-393-1515 ext.523**

**To:** Mayor and City Council

**From:** City Administrator, Kim Downs

**Date:** February 28, 2019

**RE:** Appointment of City Clerk and Setting Wages/Benefits

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After great consideration in filling the City Clerk's position I am pleased to recommend the appointment and ask city council to consider the approval of naming Deputy City Clerk Kari Graber as our next Hiawatha City Clerk. Ms. Graber has worked for the city clerk's office for almost five-years recently earned her certified municipal clerk certification. Ms. Graber is eager to accept the city clerk's position upon your approval; she has demonstrated several characteristics of a quality city clerk with her positive attitude, putting in the time needed to get a job done along with her willingness to take on new task. Her ability to adapt quickly to a shift of priorities is a great asset along with her drive to be a part of a team plays a vital role in our work processes. There are areas of growth and development that will take time but will be built upon over time. I am confident this will be accomplished.

As per our City Code it is at this time I would ask you to formally appoint Kari Graber as our Hiawatha City Clerk, effective March 7, 2019. The City Clerk rate of pay is E3-2 $32.75/$68,113. The rate is determined by education, years of experience and ability to complete task as described within the job description. I will reassess abilities at six-months and then again in one year. Benefits will remain the same.

I do plan on filling the Deputy Clerk position; next Friday (3/8/2019) the last day for applicants. The Deputy Clerk is responsible for performing a wide variety of complex clerical activities that require routine decision-making and office experience. Supports the day to day operations of the office of the City Engineer, Finance Director, City Clerk and assists the City Administrator, as needed. The Deputy Clerk will assist in all office duty requirements as requested by the City Administrator as detailed in the essential duties. Duties are constantly evolving and changing and may include handling special projects as assigned.

Thank you for your consideration.

Kim

DRAFT

**RESOLUTION NO. 19-**
City Council

**RESOLUTION APPOINTING A CITY CLERK**

BE IT RESOLVED by the City Council of the City of Hiawatha, Iowa, that the current Deputy City Clerk Kari Graber is hereby hired and appointed as the permanent full-time City Clerk for the City of Hiawatha, Hiawatha, Iowa effective immediately, at an hourly rate of $32.75 or $68,113 annually, with full benefits.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 6th day of March, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, Deputy City Clerk