

Resolution #64

WHEREAS, pursuant by action of the Pawnee Rock City Council, in session June 21, 2010; and

WHEREAS, the Council would like the advertise for and receive open bids on handling the Treasurer's duties for the City of Pawnee Rock from local patrons and the general public; and

WHEREAS, the current city Treasurer is leaving her post on August 31, 2010;

RESOLVED that the City Clerk shall prepare and advertise a notice that the City of Pawnee Rock desires to hire a City Treasurer based on the work expectations of the office, and

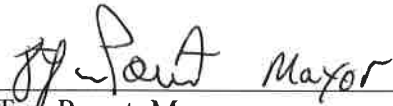
BE IT FURTHER RESOLVED that the City Council would like to complete the process by August 21, 2010, and

BE IT FURTHER RESOLVED that the Clerk shall advertise the notice generally through newspaper advertising and direct mail, and provide the Council with the respondents on or before August 1, 2010.

BE IT FURTHER RESOLVED that the procedure for interviewing and hiring a City Treasurer shall be as follows:

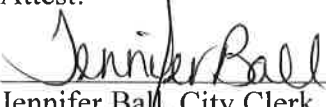
- a. Screening of applicants with a deadline for receipt of applications by July 31, 2010
- b. Reducing the applicants for interviews to no less than three and no more than 5.
- c. Interview of candidates by the City Council.
- d. City Clerk and the Mayor contact references of the next and next best candidates.
- e. Decision is to offer the job to the highest candidate rating by the City Council and if the references are favorable.
- f. Jane Steinert trains the successful applicant the jobs duties.
- g. The September 2010 City Council meeting, new City Treasurer is sworn in.

ADOPTED this 13 day of July, 2010.



Tim Parret, Mayor

Attest:



Jennifer Ball, City Clerk