

Council Action Request Form



CITY OF MENAHGA

"The Gateway to the Pine"

115 2nd St NE - PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Temporary Administrative Ass't/Zoning Admin.

Date of Meeting: 9/12/2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

Due to the change in the Temporary City Administrator/Clerk/Treasurer position, Jensine's Kurtti's position and job duty responsibilities have increased. Further, her temporary position Letter of Offer will be expiring on or about 9/29/22, and therefore, a new Letter of Offer shall be issued to her. The additional duties were approved at the same time Laura Ahlf was hired as the City's Temporary Administrator/Clerk/Treasurer position with decreased hours. That this position title has changed to Temporary Administrative Assistant/Zoning Administrator which may/will require additional hours.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the new Letter of Offer for Jensine Kurtti, with the new job title of Temporary Administrative Assistant/Zoning Administrator Position, at a rate of \$25.00/hour, Non-Exempt, with a benefit of PERA, commencing September 12, 2022.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Huebner	<input type="checkbox"/> Huebner
<input type="checkbox"/> Failed	<input type="checkbox"/> Keranen	<input type="checkbox"/> Keranen
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures



www.cityofmenahga.com

Letter of Offer

September 12, 2022

Jensine S. Kurtti
P O Box 380
Menahga MN 56464

RE: Letter of Offer for Temporary Administrative Assistant/Zoning Administrator Position

Dear Ms. Kurtti:

The City of Menahga is pleased to present you with this "Letter of Offer" for the City of Menahga's Temporary Administrative Assistant/Zoning Administrator position. The "Job Description" is attached to this Letter of Offer for your convenience. The following is the wage and details of the offer of employment with the City of Menahga.

Position: Temporary Administrative Assistant/Zoning Administrator

Start Date: September 12, 2022.

Starting Wage : \$25.00/Hr. – Non-Exempt.

Benefits: PERA eligible with no other benefits.

If you are in acceptance of this "Letter of Offer", please sign the bottom of this letter at your earliest convenience or contact me if you have any questions.

The City of Menahga looks forward to working with you in this temporary full-time position.

Laura Ahlf
Interim City Admin/Clerk/Treasurer
115 2nd St NE, P O Box C
Menahga MN 56464
(218)564-4557
cmenahga@wcta.net

Jensine S. Kurtti
P O Box 380
Menahga, MN 56464-0380
(718) 255-1971 (C)
(218) 564-4821 (H)

JOB DESCRIPTION
TEMPORARY ADMINISTRATIVE ASSISTANT/ZONING ADMINISTRATOR

POSITION TITLE: TEMPORARY ADMIN ASST/ZONING ADMINISTRATOR
DEPARTMENT: ADMINISTRATION
ACCOUNTABLE TO: CITY ADMINISTRATION
STATUS: TEMPORARY
SUPERVISES: NONE

PRIMARY OBJECTIVE OF THE POSITION: Assist in locating, filing and retaining documents, gathering the necessary documents for the auditor, assist in preparing the agenda packets, assist in additional bookkeeping duties as requested by the City Administrator.

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS:

- A. High school diploma or equivalent.
- B. One year of advanced secretarial/accounting training from a business college or vocational institution or equivalent experience.
- C. One year of computer experience, preferably Microsoft Office and Webpage Software.
- D. Basic knowledge of accounting and booking practices and procedures.
- E. Knowledge of record management and record retention.
- F. Working knowledge of data privacy as it relates to the release of City data:
- G. Skill and proficiency in using word processing, spreadsheet, accounting, and other software applications.
- H. Ability to perform general clerical work requiring a high degree of concentration, organization and judgment in interpreting practices and procedures to address problems.

DESIRABLE QUALIFICATIONS:

- A. Experience in a similar office position, preferably in a municipal office.
- B. Two-year degree in Administrative Support or related.

WORK PERFORMED AND AREA OF RESPONSIBILITY:

- A. Locating, filing and retaining documents and paperwork.
- B. Assist in preparing the agenda packets.
- C. Assist in document retrieval for Deputy Clerk/Administrative Secretary and City Administrator.
- D. Secretary of Planning/Zoning
- E. Serves as the Zoning Administrator assisted by Jack Huebsch from Sourcewell
- F. Takes minutes at council meetings and types them up
- G. Assist Interim City Administrator with council packets
- H. Attends meetings for economic development & other community activities & projects
- I. Does research as requested by the City Administrator or the Deputy Clerk
- J. Generates Banyon reports and keys in data as requested
- K. Makes deposits at the bank
- L. Gets the mail, date stamps it and distributes it
- M. Other duties as assigned