



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council

**Item No. \_\_\_\_\_**

**FROM:** City Manager

**SUBJECT:** Appointment of Assistant City Manager and Approval of Employment Agreement

**MEETING DATE:** September 17, 2019

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### **RECOMMENDATION:**

The City Council will consider a candidate for the appointment to fill the vacant Assistant City Manager position. The City Council will also consider the approval of an employment agreement for the vacant Assistant City Manager position.

### **ANALYSIS:**

On July 16, 2019, the recruitment of the Assistant City Manager position commenced. The Assistant City Manager position was advertised and posted on the City's Talent Acquisition platform, NeoGov, for a minimum of 28 calendar days. After a series of external and internal interviews, a final candidate, who meets the minimum qualifications for the Assistant City Manager, has been selected.

The Assistant City Manager will work under the general administrative direction of the City Manager. The Assistant City Manager position is an executive management position responsible for performing executive managerial duties. These duties will include analytical, administrative, and coordinative work for the City Manager covering a variety of City program areas. The Assistant City Manager will assist the City Manager in coordinating and directing city-wide departmental activities and shall perform the duties of the City Manager during his/her absence and assist the City Manager in coordinating the development, analysis and implementation of City Council goals.

The City Council will consider the appointment of a candidate to fill the vacant Assistant City Manager position, as well as consider the approval of an employment agreement.

### **FISCAL IMPACT:**

The funding for this position has already been approved as part of the adopted budget for fiscal year 19-20.

Prepared by: Ela Pappo, Human Resources Director

Recommended by: Edgar P. Cisneros, City Manager

Reviewed by: Vilko Domic, Finance Director

Reviewed by: Noel Tapia, City Attorney

Attachment:

If Presented for Approval, Employment Agreement will be made available on September 17, 2019