



TO: Mayor and Council

FROM: Laurie Rudolph, CAO

DATE: September 27, 2021

RE: **Administrative Assistant Position**

ISSUE:

- Interviews

BACKGROUND:

The deadline for resumes is Friday, September 24th at 4:00p.m.

The Town has received 5 resumes. I will go through the resumes with Anna to determine if we interview all or short list.

ALTERNATIVES:

FINANCIAL IMPLICATIONS:

ANALYSIS:

ADMINISTRATIVE RECOMMENDATION(S):

Council Discussion:

Confirm if any of Council would like to partake in the interviews. If so, preferred dates and times.