Stoughton Wisconsin

City of Stoughton
Department of Human Resources & Risk Management
207 S Forest Street, Stoughton, WI 53589
www.ci.stoughton.wi.us
(608) 646-0272

Amy Jo Gillingham
Director

July 23, 2021

To: City of Stoughton Personnel Committee

RE: City of Stoughton Clerk

The City of Stoughton is currently recruiting for a City Clerk following the departure of Clerk Licht. Deputy Clerk Candee Christen assumed the role of City Clerk following Clerk Licht's resignation.

According to policy, the position was posted internally and externally, concurrently. Applications were received and reviewed by Mayor Swadley and myself. We identified two candidates that we determined would be interviewed.

Chief Leck, who works closely with the City Clerk, Mayor Swadley, who the Clerk reports to and I made up the panel that conducted the interviews. Alder Hundt was invited and confirmed but did not participate in the interviews.

Candidate Tanya Ruiz Martenz-Knauer was interviewed by the panel. She does not have any clerking experience but, did have strong management skills, front desk and IT experience. Tanya was interviewed in the past for other city positions. She is a candidate that we would like to find a place on our team for as she possesses great skill in the areas noted and we think she would be a great fit with our team.

Candidate Candee Christen has been with the City of Stoughton for just shy of three years as the Deputy City Clerk. Deputy Clerk Christen came to the City of Stoughton following her eighteen years with the Town of Exeter in Green County where she was the Clerk/Treasurer.

Candee has proven clerk experience, has the certifications and knows the systems, making her an excellent candidate. Candee knows exactly what the job requires and shared with us her concerns which Mayor Swadley has agreed to make the following changes.

Council Meetings: *roll call and minutes to be shared between the Clerk and Deputy Clerk- this was an expectation in the past but. The limited hours the deputy clerk has available limits the availability to share the duties. Meetings can be run remotely provided the Clerk does not have an item to present on the agenda.*

CACP: *The Clerk does not add value to the meeting, per Mayor Swadley. Therefore, he will take the minutes during the meetings.*

Public Safety: *Chief Leck agreed that the Clerk will not need to attend the meetings unless the Clerk has an item on the agenda. Chief Leck or a designee from his department will be responsible for the minutes. Mayor Swadley is in agreement.*

The compensation is the same as the previous incumbent at $71032.00 (hourly=$34.15). This position is exempt, reports to Mayor Swadley and is a member of the Leadership Team. The Clerk is responsible for the front desk staff, which includes two part time employees and the deputy clerk.

Your authorization is requested to allow Human Resources to move forward with the hiring of Candee Christen as the City of Stoughton Clerk.

Sincerely,

Amy Jo Gillingham

Director of Human Resources & Risk Management