



## CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
 For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service - [www.freeportmn.org](http://www.freeportmn.org)

### Job Evaluation Record

*approved by city council 10/20/2014*

Title	Category	Possible Match	Point	%	Sub Total	Grand Total
<b><u>Clerk-Treasurer</u></b>						
	Administration/Management	City Clerk/Treasurer	275	75%	206	292
	Communications/Marketing	Community Development Representative	342	25%	86	
<i>Difference between positions</i>						<i>14%</i>
<b><u>Public Works Director</u></b>						
	Maintenance/Public Works	Street Maintenance Sup	252	50%	126	256
	Utilities	Wasterwater Plant Supv.	291	20%	58	
	Utilities	Water Plant Supervisor	291	20%	58	
	Maintenance/Public Works	Groundskeeper	136	10%	14	
<i>Difference between positions</i>						<i>66%</i>
<b><u>Public Works Assistant</u></b>						
	Utilities	Sewer and Water Maintenance Wkr	149	50%	75	154
	Maintenance/Public Works	Transportation Generalist	183	25%	46	
	Maintenance/Public Works	Groundskeeper	136	25%	34	
<i>Difference between positions</i>						<i>11%</i>
<b><u>Administrative Assistant</u></b>						
	Clerical/Office Support	Office & Admin Spec. Int.	145	80%	116	139
	Accounting & Finance	Office & Admin Spec.	117	20%	23	

# Memo

---

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/23/2015

Re: Deputy Treasurer Office Space

---

Joan has now been here a little over two weeks and together we have been assessing her work space environment. Currently she is sitting at the front desk, which neither of us feels overly comfortable having her there. Her intent was not to help the public, but since she is the first face people see when they walk in it is becoming inevitable. Also, there just isn't enough room for her to work efficiently.

My thought, since Jon rarely uses his office space is to have the two share spaces. This would take a little work to move the front computer to Jon's office and make sure that gets connected to the main server and while doing this to make sure everything remains intact with Jon's SCATA system. I think it is very doable and I would like Joan to feel like she has more of a place here. We have talked about this idea and she likes it. I have not been able to talk to Jon about it, but I don't foresee it being bothersome to him as, like I mentioned, he rarely uses that space.

If council is okay with this idea, I would contact Dave Waletzko to move the computer and get it connected to the main server properly. He can also advise if anything will affect Jon's system and if so we can be in contact with PreferredControls to make sure everything stays as is.