

---

## MEMORANDUM

---



TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Approve Job Descriptions and Authorize Postings for Interns**  
DATE: February 8, 2022

---

**Background:**

The 2022 budget includes three interns, one in Finance and two in Community Development. Job descriptions have been drafted for each intern; they are attached.

**Analysis:**

In order to reach eligible candidates, especially if they are attending college, advertising of the openings is necessary now.

**Recommendation:**

Staff recommends that the City Council approve the attached job descriptions and authorize their posting.