

2015-14

Action Memorandum No. \_\_\_\_\_

**Subject:**

Approve the City Manager's appointment of Navin Bissram to the position of Finance Director

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City Manager: Recommend Approval

Signature: *Janice Williams for Rose Soera*

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Employment application/resume
- Contingent Offer of Employment Letter (handout at the July 13 meeting)

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**Summary Statement:**

In February 2015, the City contracted with Pearson Consulting to help recruit for the position of Finance Director, that was to be vacated April 30, 2015. The Finance Director Selection Committee reviewed the applications that were forwarded to them, and lacking any viable candidates recommended to the Council to contract with Carmen Jackson to be a temporary Finance Director, a position she assumed in May 2015.

On July 9, 2015, the Committee conducted an interview with a candidate who was brought to Dillingham for an interview. The City Manager and Pearson Consulting have conducted reference checks of Navin Bissmar. The Committee determined unanimously that the candidate appeared qualified and competent for the position.

The City Manager has offered Navin Bissmar an appointment to the position of Finance Director contingent upon:

- a.) Completion of a successful background and credit check.
- b.) Approval of the appointment by the City Council (DMC 2.30.020 A)

It is preferred to evaluate and compare at least two or three qualified candidates for senior positions, but that comparison is not available because no other qualified candidates have applied.

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Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	