



## CITY ADMINISTRATOR

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**To:** Human Resources Committee  
**From:** Kevin Lahner, City Administrator  
**Copy:** Shawn Reilly, Mayor  
Donna Whalen, Human Resources Manager

### Re: Cemetery Manager Position

As you are aware the Cemetery Manager position has been filled on an interim basis by Sally Kahlfeldt since July 1, 2014. As the new City Administrator, I believe that it is important to build my team and provide some clarity to the organizational structure. I also believe that it is important to establish the permanent leader for the cemetery, allowing for long term planning and organizational stability for the employees.

According to the recently adopted Management Recruitment Policy, the City Administrator will serve as the primary decision maker related to the hiring of management roles. Additionally, the policy indicates that if an Executive Search firm is not to be used for the purpose of filling the position, the City Administrator shall place the item on the next Common Council agenda and provide a reason for the decision.

In reviewing this position, I do not believe that it is appropriate to use an executive search firm to fill this position. The use of an executive search firm to fill this type of position is not common and I do not believe the use of a firm will add value to the search. The estimated cost of utilizing a firm for this position would be between \$10,000 and \$15,000.

I intend to post the position both internally and externally utilizing a variety of cemetery trade and municipal publications. Among other areas, the position will be posted on the International Cemetery, Cremation and Funeral Association website, Americancemetery.com, the Alliance for Innovation website, the League of Wisconsin Municipalities website and magazine, the Wisconsin City Management Association job board, local media and other appropriate publications. The approximate cost for posting the position as indicated is less than \$300.

The current salary range for the position is \$78,610 to \$102,307.

We will utilize a committee to conduct interviews as outlined in the Management Recruitment policy. In addition to the Mayor, City Administrator and two Common Council members, an outside professional with cemetery management experience will be included as part of the interview team.

I respectfully request the Human Resources Committee recommend to the Common Council that Cemetery Manager recruitment process be approved as presented.

KML

