Office of the City Manager

P.O. Box 1907
203 Main Ave. E
Twin Falls, ID 83303-1907

October 2, 2023

Kristen Kohntopp
kkohntopp@tfid.org

RE: Acting City of Twin Falls Human Resources Director

Dear Kristen,

It is my pleasure to provide this letter that installs you as the Acting Human Resources Director for the City of Twin Falls. Included below is some information about the transition as well as a copy of the job description for your convenience. The effective date will be October 9, 2023, with a bi-weekly wage of $4,368 in grade 17. In addition, you will have 10 hours of executive leave provided to you for your use during the last quarter of the year. Please note these hours expire as of December 31, 2023.

As of October 9, 2023, you will assume full authority and responsibility for the position. During this time as Acting Human Resources Director you will participate as a member of the Executive Leadership and Management teams. These appointments will be added to your calendar. You will be responsible for managing the Human Resources and Custodial staff. To assist in this, you and Gretchen will conduct the meetings and the annual evaluations together.

We have agreed to reevaluate this assignment in approximately 90 days, which will be approximately the second week of January. Gretchen and I are willing to meet as frequently as you would like to provide support and ensure consistent communication.

I am excited to see you in this role and I believe you are the right person to lead the Human Resources Department. You are a compassionate and thoughtful leader that has demonstrated your commitment to the organization. I have every confidence that under your guidance we will advance our goal of being the Employer of Choice in Twin Falls. As you serve in this role, please know that I am here to assist you with any questions and/or concerns you may have.

Travis Rothweiler
City Manager