RESOLUTION

PART-TIME ADMINISTRATIVE SUPPORT SPECIALIST SENIOR CENTER / RECREATION DIVISION

WHEREAS, the Director of Public Infrastructure has submitted a request to hire a replacement part-time Administrative Support Specialist in the Senior Center/Recreation Division, due to an upcoming vacancy from an employee transferring to the Fire/Rescue Department; and

WHEREAS, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the hiring of a replacement part-time Administrative Support Specialist in the Department of Public Infrastructure - Senior Center/Recreation Division (20 hours/week) at Grade F, all according to the Compensation Plan, Employee Policy Manual and the adopted Mayor's 2019 Executive Budget, and to backfill any vacancies created as a result of filling this position.

INTRODUCED	JUN 17 2019	ADOPTED	
APPROVED		Justin M. Nickels, Mayor	

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact:

N/A included in 2019 budget

Funding Source:

1100-31000-511100

Finance Director Approval:/SC Approved as to form: