

Personnel
11-18-19

19-1238

RESOLUTION

**ADMINISTRATIVE ASSISTANT – FIRE RESCUE DEPARTMENT
LIFE SAFETY AND NEIGHBORHOOD SERVICES DIVISION**

WHEREAS, the Personnel Committee has submitted a request to revise the full-time Administrative Assistant position in the Fire Rescue Department, Life Safety and Neighborhood Services Division/Community Development Department, due to the creation of a full-time Administrative Assistant position the Community Development Department; and

WHEREAS, the Personnel Committee approved the revisions to the job description at a meeting held on November 4, 2019; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the revised job description for the Administrative Assistant position within the Fire Rescue Department, Life Safety and Neighborhood Services Division, removing the essential duties related to the Community Development Department.

BE IT FURTHER RESOLVED that the employee serving in this role when it was shared between two departments be retained in the Fire Department as a full time, non-exempt employee.

NOV 18 2019

Introduced _____ Adopted _____

Justin M. Nickels, Mayor

Approved _____

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

Fiscal Impact: Budget Neutral
Funding Source: 1100-22100-511100
Finance Director Approval: SC
Approved as to form: /kmm