

PT
11-18-19

RESOLUTION

**PART-TIME ADMINISTRATIVE SUPPORT SPECIALIST
SENIOR CENTER / RECREATION DIVISION**

WHEREAS, the Director of Public Infrastructure has submitted a request to backfill the part-time Administrative Support Specialist in the Senior Center/Recreation Division, due to a resignation; and

WHEREAS, the Public Infrastructure Committee approved filling this vacant position at a meeting held on November 6, 2019; 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 backfilling the 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.

NOV 18 2019

INTRODUCED _____ ADOPTED _____

Justin M. Nickels, Mayor

APPROVED _____

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: /KMM