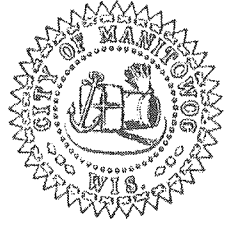




# CITY OF MANITOWOC

WISCONSIN, USA  
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## MEMORANDUM

DATE: February 5, 2015

TO: James Brey, Chairperson &  
Members of the LPI Committee

FROM: Jennifer Hudon, City Clerk  
*J. Hudon*

RE: Request to fill budgeted position

Linda Buschmann, Administrative Support Specialist, has submitted her intent to retire effective April 3, 2015. Linda has been an excellent member of our staff the past 5 years or so. I am requesting permission to begin the recruitment and replacement process as soon as possible. This position is critical to provide first-line customer service with our new increased responsibilities at our customer service window. Our next election is April 7<sup>th</sup> and it would be very helpful to have someone in place by April 6<sup>th</sup> to assist with election duties.

A copy of the Job Description for this position is attached, which was utilized in the recent Job Classification Study. I am requesting approval to fill the position and move the process forward with a resolution to the Common Council.

**Jennifer Hudon, MPA, City Clerk/Deputy Treasurer**  
**CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543**  
**Phone (920) 686-6950 · Fax (920) 686-6959 · [jhudon@manitowoc.org](mailto:jhudon@manitowoc.org)**

