

Personnel  
11-21-16

16-1099

RESOLUTION

ADMINISTRATIVE ASSISTANT FOR MAYOR

WHEREAS, the Mayor has submitted a request to hire a replacement Administrative Assistant for his office due to a resignation; and

WHEREAS, the Personnel Committee approved the request to fill this position at a meeting held on November 7<sup>th</sup>, 2016; 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 filling the vacant Administrative Assistant position for the Mayor, at Grade H, all according to the Compensation Plan and Employee Policy Manual.

Introduced NOV 21 2016 \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

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

<b>Fiscal Impact:</b>	Budget Neutral
<b>Funding Source:</b>	n/a
<b>Finance Director Approval:</b>	/sc
<b>Approved as to form:</b>	/kmm