

Personnel  
9-19-16

16-0884

**RESOLUTION**

**WASTEWATER TREATMENT FACILITY ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Superintendent of the Wastewater Treatment Facility has submitted a request to hire a replacement Administrative Assistant due to a vacancy; and

**WHEREAS**, the Personnel Committee approved the filling of this position at its meeting held on September 13, 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 the hiring of a replacement Wastewater Treatment Facility Administrative Assistant, at Grade G, all according to the Compensation Plan and Employee Policy Manual.

Introduced SEP 19 2016 \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

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

This Resolution was drafted by Jessie Lillibridge, Human Resources Director

Fiscal Impact: Position salary included in 2016 budget  
Funding Source: WWTF salary line: 6300-71100-511100  
Finance Director Approval: /sc  
Approved as to form: /emm