

Personnel
8-21-17

17-0825

RESOLUTION

ADMINISTRATIVE SUPPORT SPECIALIST – CITY CLERK’S OFFICE

WHEREAS, City Clerk Deborah Neuser has submitted an emergency request to backfill an Administrative Support Specialist position due to an upcoming resignation on August 17th, 2017; 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 backfilling of an Administrative Support Specialist in the City Clerk’s Office, at Grade F, all according to the Compensation Plan and Employee Policy Manual, and to backfill any budgeted vacancies created as a result of this hiring.

AUG 21 2017

Introduced _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

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

Fiscal Impact:	Budget neutral or savings
Funding Source:	1100-13100-511100
Finance Director Approval:	/sc
Approved as to form:	/kmm