

Personnel
2-19-18

18-0177

RESOLUTION

REVISED JOB DESCRIPTIONS

DEPARTMENT OF PUBLIC INFRASTRUCTURE

**Transit Clerk – Operations Division
Administrative Support Specialist-DPW – Operations Division
Part-time Administrative Support Specialist-Senior Center - Recreation Division**

WHEREAS, in an effort to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department, the Human Resources Department directed department supervisors to review and update, if necessary, job descriptions from time to time; and,

WHEREAS, the Human Resources Department has received the attached revised job descriptions in the Department of Public Infrastructure – Operations Division (Transit Clerk and Administrative Support Specialist-DPW) and the Recreation Division (Part-time Administrative Support Specialist-Senior Center, to be reviewed and considered for approval; and,

WHEREAS, the Personnel Committee, at a meeting held on February 5th, 2018, and the Public Infrastructure Committee, at a meeting held on February 7th, 2018, recommended approval of the attached revised job description in the Recreation Division (Part-time Administrative Support Specialist-Senior Center); and,

WHEREAS, the Public Infrastructure Committee, at a meeting held on February 7th, 2018, recommended approval of the attached revised job descriptions in the Department of Public Infrastructure – Operations Division (Transit Clerk and Administrative Support Specialist-DPW).

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the attached revised job descriptions in the Department of Public Infrastructure – Operations Division (Transit Clerk and Administrative Support Specialist-DPW) and the Recreation Division (Part-time Administrative Support Specialist-Senior Center), effective upon passage of this resolution.

FEB 19 2018

INTRODUCED _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

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

Fiscal Impact: Budget neutral
Funding Source: n/a
Finance Director Approval: /sc
Approved as to form: /kmm