19-1239

## RESOLUTION

## ADMINISTRATIVE ASSISTANT - COMMUNITY DEVELOPMENT

WHEREAS, the Personnel Committee has submitted a request to create a full-time Administrative Assistant position in the Community Development Department, due to a prior split of duties within said department and the Fire/Rescue Department; and

WHEREAS, the Mayor has included funding in the 2020 budget to create this position; and

WHEREAS, the Personnel Committee approved the creation of this position and the proposed job description at a meeting held on November 4, 2019; 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 newly created job description and to fill a full-time Administrative Assistant position within the Community Development Department, non-exempt position, at Grade H, all according to the Compensation Plan and Employee Policy Manual, and to backfill any budgeted vacancies created as a result of this hiring.

Introduced	NOV 1 8 2019	Adopted	
Justin M. Nickels,	Mayor	Approved	

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

Fiscal Impact: Budget Neutral (not filled until 1/1/20 and 2020 Budget passes)

Funding Source: 1100-61100-511100
Finance Director Approval: SC
Approved as to form: /kmm