

Jan.
3-20-17

17-0300

RESOLUTION

ADMINISTRATIVE SUPPORT SPECIALIST – CITY CLERK’S OFFICE

WHEREAS, HR Director Jessie Lillibridge has submitted an emergency request to backfill an Administrative Support Specialist position due to an upcoming resignation on March 28th, 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.

Introduced MAR 20 2017 _____

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