

Finance  
11-19-18

18-1171

**RESOLUTION**

**ADMINISTRATIVE SUPPORT SPECIALIST – CITY CLERK’S OFFICE**

**WHEREAS**, Finance Director/Treasurer Steven Corbeille has submitted a request to backfill an Administrative Support Specialist position in the City Clerk’s Office due to a resignation; 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.

Introduced NOV 19 2018 Adopted \_\_\_\_\_

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

Approved \_\_\_\_\_

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

<b>Fiscal Impact:</b>	Budget neutral or net savings
<b>Funding Source:</b>	City Clerk Budget: 1100-13100-511100
<b>Finance Director Approval:</b>	/sc
<b>Approved as to form:</b>	/kmm