



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
*City Administrative Officer
Clerk/Treasurer*


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West Allis, Wisconsin 53214

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: May 15, 2014

Attached is Ted Atkinson's request to fill an upcoming vacancy of Code Inspector in the Department of Building Inspection and Neighborhood Services.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw

cc: Mayor
HR Division
Ted Atkinson

ADM\Vacpos\VACPOSREQ CodeInsp 052014



**DEPARTMENT OF BUILDING INSPECTIONS &
NEIGHBORHOOD SERVICES**

414/302-8400
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City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

May 30, 2014

Honorable Mayor Dan Devine & Common Council Members
West Allis, Wisconsin

Subject: Request to fill Vacancy

Dear Mayor and Council Members:

This communication is a request for your approval to fill the position of Code Inspector in the Department of Building Inspections & Neighborhood Services. Code Inspector Art Huebner will be retiring on July 28, 2014 following approved Family Medical Leave beginning on May 6, 2014. He leaves the City after 12 plus years of service.

Attached to this communication is the required informational sheet that presents review information about the position.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Ted Atkinson".

Ted Atkinson, Director
Dept. of Bldg. Insp. & Neighborhood Services
City of West Allis
phone: (414)302-8415
email: tatkinson@ci.west-allis.wi.us

cc: Paul Ziehler

Attn.
TA/cmr

