



John F. Stibal
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MEMORANDUM

TO: Rebecca Grill, City Administrator

FROM: John Stibal, Director of Development

DATE: November 24, 2020

SUBJECT: Request to Fill Vacant Administrative Support Assistant Position within Housing

To support the request of the Housing Team and based on the administrative needs for the Section 8 Housing Choice Voucher Program, I am requesting approval to fill and hire a part-time Administrative Support Assistant position. The vacancy became available when the current Administrative Support individual was promoted to Housing Specialist and the current Housing Specialist was promoted to coordinate the program following the departure of the Community Development Supervisor. The need for this position is based on continued program growth within the Housing Choice Voucher Program, anticipated open enrollment in the first quarter of 2021 to develop a new program waiting list, and ongoing administrative need to promote office efficiency. This is a grant funded position and will continue to report to the Housing Coordinator or City Manager of Planning and Zoning per the 2021 Budget.

Please contact me if you have questions or need of additional information.

Thank you.