



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: IT/CFE Position Title: Director

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 09 / 01 / 2017

Person Replaced: _____

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: _____ / _____ / 20 _____

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
IT/CFE Department's role is to support the City of West Allis' information technology infrastructure. Without a Director to provide management and oversight, it will adversely impact the organization's ability to comply with the aforementioned requirements.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
This position leads the IT Department which is responsible for providing technology services to the internal and external customers of the City of West Allis.

What will be the impacts on service functions to the public if the position is not filled? _____
Failure to fill this position, will have a negative effect on the service delivery to the citizens of West Allis. It will delay the development and maintenance of technological resources that provide for the high quality service delivery.

What will be the impacts on service to city staff if the position is not filled? _____
IT ensures that the technological tools used by all city staff function in an efficient and effective manner. Failure to fill this position will result in city staffs' inability to perform their duties.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
This position is crucial to the management and operations of the information technology department. It is not feasible to eliminate/combine with another position due to the range of duties it encompasses.

How has this vacancy/need been covered so far? _____
Upcoming Vacancy

How many other similar positions exist in this department? No

Requestor Information

Please Print: Rebecca Grill City Administrator IT/CFE
Name Title Department

Signature/Date: Rebecca Grill 06 / 15 / 2017

Attached: Memorandum Current Position Description