



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

414/302-8294
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City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@westalliswi.gov
www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: January 30, 2013

Attached is Chuck Ruud's request to fill the upcoming vacant position of Assistant Assessor in the City Assessor's Office.

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
Chuck Ruud

ADM\Vacpos\VACPOSREQ AsstAssr 020513



CITY ASSESSOR

414/302-8230
414/302-8238 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

January 28, 2013

Paul Ziehler
City Administrative Officer

Mr. Ziehler,

The Assessor's Office would like to fill a vacancy created by the recent resignation of Assistant Assessor Timothy Kosteretz. This position would fulfill the duties described in the job description for the Assistant Assessor.

Your attention to this request would be greatly appreciated. If I need to provide further information, I would gladly do so.

Sincerely,

Charles F. Ruud
City Assessor

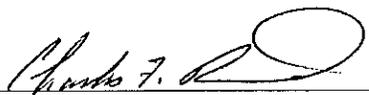
cc: Audrey Key – Director Human Resources

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Assistant Assessor
2. Department/Division: Assessor
3. Vacancy Date: Feb. 8, 2013
4. Vacancy Reason: Resignation
5. a. What are the specific work responsibilities of the position?
Lead Commercial Appraiser
Software Manager
5. b. How many other such positions exist in this Department?
None
6. What are the reasons why the position must be filled?
Need Commercial Appraiser to value and manage commercial properties. Assistant also manages Market Drive software.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Less time devoted to commercial properties and citizen concerns.
 - b. Service to staff.
Assessor will now have to handle this additional workload.
8. What is the fiscal impact related to filling this vacancy?
None
9. Remarks/Comments:
Vacancy will increase open book and Board of Review times.

Signature: 

Date: January 28, 2013

Title: City Assessor

January 28th, 2013

Charles Ruud, Assessor
City of West Allis
7525 W Greenfield Ave
West Allis, WI 53214

Chuck,

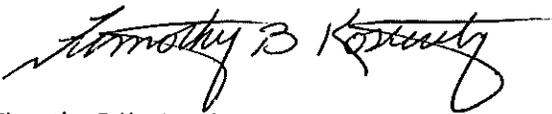
This letter serves as notification that I am resigning my position as Assistant Assessor effective today, January 28th, 2013 and intend to serve for a period of two additional weeks in order to facilitate a more smooth transition until Friday, February 8th, 2013.

I have accepted an offer to serve as a Property Assessment Specialist-Journeyman with the Milwaukee office of the Equalization Bureau of the Wisconsin Department of Revenue.

I have been privileged to work with as fine a group of people as can be conceived for a considerable time and find the prospect of their absence discomfiting in the extreme. I commend each one for the unique and precious role they have played in my life heretofore.

The City of West Allis has been particularly generous in its support, allowing me to grow and develop as each new opportunity became available, a consideration for which I am extremely grateful.

Respectfully,



Timothy B Kosteretz
Assistant City Assessor

Cc: Audrey Key, Director Human Resources
Paul Ziehler, Administrative Officer
Dan Devine, Mayor