



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 2, 2012

Attached is my request to fill the upcoming vacant part-time position of Clerk I in the Clerk/Treasurer'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
Monica Schultz
Rosemary West

ADM\Vacpos\VACPOSREQ ClkI ClkTrs 020712

**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.

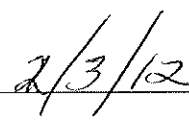
Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Part-time Clerk I
2. Department/Division: Dept. of Administration & Finance, Clerk/Treasurer's Office
3. Vacancy Date: March 30, 2012
4. Vacancy Reason: Retirement
5.
 - a. What are the specific work responsibilities of the position?
Accepting and processing payments in Treasurer's Office.
 - b. How many other such positions exist in this Department?
One other Treasurer's Office Specialist position.
6. What are the reasons why the position must be filled?
To be able to respond in a timely manner for the processing and deposit of payments to the City.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Delay in processing and depositing of revenue.
 - b. Service to staff.
Loss of investment income to general fund for future project and program funding.
8. What is the fiscal impact related to filling this vacancy?
This position pays approximately \$15,000 per year at its half-time status, plus fringe benefits (\$7,500).
9. Remarks/Comments:
None

Signature: _____



Date: _____



Title: City Administrative Officer, Clerk/Treasurer