



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 9, 2011

Attached is John Stibal's request to fill the upcoming vacant Principal Secretary position in the Development Department.

According to our procedure for 2010, 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
John Stibal

ADMV\acpos\VACPOSREQ DevPrinSecy 021511

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

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, 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: Principal Secretary
 2. Department/Division: Development
 3. Vacancy Date: 2-21-11
 4. Vacancy Reason: Promotion
 5. a. What are the specific work responsibilities of the position? Under direction; performs work of considerable difficulty and of a confidential nature in secretarial and administrative duties for a City department
b. How many other such positions exist in this Department? performer related work as assigned
None
 6. What are the reasons why the position must be filled?
Performs critical flow of work.
 7. What will be the impacts on service functions if the position were not filled?
a. Service to the public. deals directly with public, manages contracts with vendors, to sec. to 10 committee
b. Service to staff.
work stops - provides clerical support to department
 8. What is the fiscal impact related to filling this vacancy? Currently budgeted
 9. Remarks/Comments:
Key staff position coordinating development of work product and interfacing with the public
- Signature: John F. Stebbins Date: 2-9-11
- Title: Director of Development