



**CITY ADMINISTRATIVE OFFICE**

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: March 28, 2014

Attached is John Stibal's request to fill the vacant Housing Technician position in the Department of Development, Community Development Division.

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  
John Stibal  
Patrick Schloss

ADM\Vacpos\VACPOSREQ HsngTech040114



## MEMORANDUM

**TO:** Paul Ziehler, City Administrative Officer, Clerk/Treasurer

**FROM:** John Stibal, Director of Department of Development 

**DATE:** March 28, 2014

**RE:** Request to Fill Vacant Position

The Department of Development respectfully requests permission to fill a vacancy in the Community Development division. The fulltime position of Housing Technician is currently vacant, and the Housing Office is in need of additional clerical staffing.

If this position is filled internally, it is my intention to fill any other vacancies that result. I am available to answer any questions relative to the need to fill this position.

Cc: Patrick Schloss  
Kristi Johnson  
Audrey Key

**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: Housing Technician
2. Department/Division: Department of Development, Community Development Division
3. Vacancy Date: Started December 2011
4. Vacancy Reason: Promotion
5. a. What are the specific work responsibilities of the position?  

Specialized clerical work in the maintenance, preparation and processing of various records, reports, forms and documents, assisting Housing Office staff with various housing programs, clerical and public contact work, work with federal, state and local housing program regulations, figures and the operation of simple office machines and contacts with the public as well as other departments.
- b. How many other such positions exist in this Department?  

Zero (0)
6. What are the reasons why the position must be filled?  

The Housing Office has recently implemented more efficient policies and procedures that have shifted additional responsibilities to a clerical role at the front counter, such as additional assistance and hand-holding responsibilities with Section 8 Housing Choice Voucher Program participants, allowing the Housing Program Coordinator and Housing Specialist to focus more on their program roles rather than clerical tasks.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  

A staff person would not be appropriately available to the public (more specifically, Section 8 Housing Choice Voucher Program participants) to assist with email set-up, AssistanceCheck set-up, and other paperwork required by the Section 8 program if the fulltime Housing Technician position was not filled. Recently-implemented policies and procedures have required additional efficient-oriented responsibilities on a clerical level in the Housing Office.
  - b. Service to staff.  


The Housing Program Coordinator and Housing Specialist will be able to focus more on the implementation of the program, program regulations, HUD requirements and updates, etc. if a fulltime Housing Technician position is filled. If a fulltime Housing Technician position is NOT filled, professional staff such as the Housing Program Coordinator or Housing Specialist, would be taken away from their daily tasks in order to take on front desk clerical assistance with the public, essentially taking on 2 different position responsibilities and not be able to focus on the importance of program regulations and implementation, leading to low employee moral and burn-

out for the level of work currently being conducted. Professional staff would also not be able to focus on implementing new processes or changes.

8. What is the fiscal impact related to filling this vacancy?

Loss of federal funding.

9. Remarks/Comments:

Signature:  Date: 3-28-14  
Title: Director, Department of Development