

CITY OF HUNTSVILLE
PERSONNEL REQUISITION
CITY COUNCIL AGENDA ITEM COVER MEMO

Dept: General Services Agenda Item Number _____
Job Title of Vacancy Requested: Support Clerk

Meeting Type: Regular Meeting Date: 11/7/2013
Action Requested By: General Services Agenda Item Type: Resolution
Subject Matter:

Authorization to advertise to the General Public and fill (1) one budgeted position of General Services Support Clerk at a higher than minimum salary if necessary.

Exact Wording for the Agenda:
Authorization to advertise to the General Public and fill (1) one budgeted position of General Services Support Clerk at a higher than minimum salary if necessary.

Note: If amendment, please state title and number of the original
Item to be considered for: Action Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.
This position is a vital portion regarding the General Services Work Order System. The position requires a specialized knowledge in work orders and construction.

Associated Cost: \$27,310.40 Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: [Signature] Date: _____
revised 3/12/2012