



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

TO: Board of Trustees

**FROM: Tony Randazoo, Director of Technology & Utilities
Michelle DeLancey, Director of Accounting & Human Resources**

DATE: March 16, 2023

SUBJECT: New hire for the Technology department

In order to fill the Videographer vacancy, we have posted and completed interviews for the position. In addition to posting the position on the Township website it was also posted on Indeed. We received ample applications, and interviews were conducted with the qualified applicants on Friday, March 10th and Tuesday, March 14th by the two of us, and Mike DeLancey. We have arrived at a unanimous decision and we would like approval to offer the attached conditional offer of employment to the top candidate.

We would like a **motion to: Approve the conditional offer of employment for the part-time Videographer position, at a rate of \$20.16 an hour (grade 3, step 3), with a two hour minimum per meeting.**



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

Hamburg Township-Conditional Offer of Employment

Job Title:	Videographer
Start Date:	N/A
Department:	Technology
Employment Status:	Part-Time
Work Schedule:	BOT, PC and ZBA regular and special meetings
Salary:	\$20.16 an hour
Probation Period:	6 months

Applicant

Michelle DeLancey, Director of Accounting & HR