

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Hiring new Admin Assistant for Village Hall

Date: 4/2/24

Meeting: Committee of the Whole

Prepared by: Anne Hanson

Department: Human Resources

Overview/Background Information

Joe and I agree that it is time to promote Janel and open up this position for a new hire.

Key Issues

Joe and I have discussed using GovHR as a tool to hire new employees for 2024. This is a resource we have not used before and it is competitively priced (annual subscription of \$600 for unlimited listings) when compared advertisements in the local newspapers (which usually comes with an online post as well).

Fiscal Note/Budget Impact

This position is accurately budgeted.

Prior Legislative Actions

None

Action Required/Recommendation

I recommend the Board approve the hiring of a new Admin Assistant to replace Janel.

Attachments

Job description