

DATE: July 3, 2024**REQUEST TO FILL POSITION**

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION _____ RECLASSIFICATION: _____ POSITION TITLE Library MaintenanceFILLING A VACANCY X INCUMBENT: _____Posted Wage Range GRADE: F STEP: 1 - _____ EXEMPT/NONEXEMPTFT X PT _____ TEMP/SEASONAL/INTERN(Please list) _____DEPARTMENT Library SHIFT First WORK SCHEDULE 7:30 am - 4:00 pm

Account# to charge recruitment/screening fees: _____

Account(s)# to charge WAGES: _____

REASON FOR OPENING
Retirement

JUSTIFICATION TO FILL

Position is essential to the daily operations and maintenance of the library building and grounds.

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached)

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information)

DEPT HEAD SIGNATURE _____ DATE _____

LIBRARY DIRECTOR HEAD SIGNATURE _____ DATE _____

BOARD REPRESENTATIVE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____