



DATE: NOVEMBER 7, 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 PT Library Assistant

FILLING A VACANCY  INCUMBENT: \_\_\_\_\_

Posted Wage Range GRADE: C STEP: 1 - \_\_\_\_\_ EXEMPT/NONEXEMPT

FT \_\_\_\_\_ PT  TEMP/SEASONAL/INTERN(Please list) \_\_\_\_\_

DEPARTMENT Library SHIFT \_\_\_\_\_ WORK SCHEDULE Sunday - Saturday

Account# to charge recruitment/screening fees: 11-58-12-18

Account(s)# to charge WAGES: 1-55-11-10

REASON FOR OPENING

RESIGNATION - POSITION UNFILLED FOR THE YEAR (2024)

JUSTIFICATION TO FILL

Essential to daily operations of the library.

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

Covers all desk shifts in Adult Services (nights and weekends), assists at other service desks and participates in creating/executing library programs for adults.

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 Margaret Cheek DATE \_\_\_\_\_

BOARD REPRESENTATIVE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DATE POSITION FILLED \_\_\_\_\_ PERSON FILLING POSITION \_\_\_\_\_