



DATE: September 4, 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 X INCUMBENT: _____

Posted Wage Range GRADE: C STEP: 1 - _____ EXEMPT/NONEXEMPT X

FT _____ PT X 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
Retirement

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 _____ DATE _____

BOARD REPRESENTATIVE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____