

Recruitment Status Report

Updates thru 12/07/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Civil Engineer	DPW	09/25/23	09/22/23	1	Background pending on top candidate.
	Administrative Services Coordinator	PRFM	02/03/24	10/30/23	1	Panel interviews: 12/12/23.
	Bus Driver	VT	Multiple	N/A	9	Application deadline: 12/31/23.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 12/31/23.
	Utility Worker - Part-Time	VT	09/30/21	10/05/21	N/A	Application deadline: 12/31/23.
	Utility Worker	VT	New Position	08/01/23	1	Application deadline: 12/31/23. Medical pending on top candidate.
	Wastewater Plant Operator	Utilities	12/02/23	11/22/23	1	Application deadline: 12/31/23.
	Treatment Specialist - Utilities	Utilities	New Position	11/20/23	1	Application deadline: 12/17/23.
	Safety, Training and Public Relations Coordinator	Utilities	New Position	11/22/23	1	Application deadline: 12/17/23.
	Utilities Director	Utilities	01/04/24	11/27/23	1	Application deadline: 12/31/23.
Allison	Police Officer	Police	12/01/23	N/A	1 + Elig.	PFC interviews: 12/18/23. Conditional offer extended to 1 candidate.
	Community Service Officer	Police	01/10/24	11/09/23	1	Panel interviews: 12/14/23.
	Executive Assistant to the Police Chief	Police	01/03/24	10/06/23	1	Job offer accepted, start date: 12/18/23.
	Firefighter	Fire	Multiple	09/15/23	2	Background pending on 3 candidates.
	Executive Assistant to the Mayor	Mayor's Office	11/04/23	10/31/23	1	Panel interviews: 12/13/23.
	Librarian - Adult Services & Engagement	Library	08/29/23	10/30/23	1	Job offer pending.
	Library Assistant - Materials Mgmt (Catalog)	Library	New Position	11/13/23	1	Panel interviews: 12/11/23.
	Real Estate Property Lister	CED	New Position	11/09/23	1	Panel interviews: 12/13/23.
	Code Compliance Inspector	CED	New Position	11/27/23	1	Application deadline: 12/17/23.
	Property Tax Specialist	Finance	12/02/23	11/29/23	1	Panel interviews: 12/08/23.

Total Positions Open: 30

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Operations Clerk	Library	12/02/23	1	Resignation. Waiting for RTF.
	Communication Specialist - .5FTE	Police	09/30/23	1	Reviewing position.
Jessie	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Position on hold.
	Engineering Technician	DPW	07/14/23	1	Position on hold.

Total Positions On Hold: 5

