



*"...meeting community needs...enhancing quality of life."*

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**TO:** Human Resources/Information Technology Committee, and Common Council  
**FROM:** Jeri Ohman, Finance Director  
**DATE:** May 25, 2022  
**RE:** Request Approval of Over Hire for Purchasing Manager

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The City of Appleton Purchasing Manager has provided notice of retirement effective August 5, 2022. This position has been performed by the incumbent for 20 years.

This position is responsible for managing centralized purchasing and the procurement card program for the City, including monitoring compliance with established policies and procedures. This position also assists departments with contract and procurement-related questions.

In order for us to have a successful transition, I believe the City would benefit from having the incumbent provide training over a three week period. This would allow time to train on the different aspects of the position, as well as transfer knowledge of current issues.

The hiring process has started and our hope is to have a successor start on July 18, 2022. The financial impact is expected to be approximately \$5,000. This cost can be absorbed within the current 2022 Finance Department budget.

Thank you for your consideration of this request. Please feel free to contact me if you have questions.