

REQUEST TO CREATE & FILL VACANCY

Position Vacancy Programming Intern  
Department Brookings County Outdoor Adventure Center  
Vacancy Result of: Summer Intern

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	NA

- 4. Explain the effects of leaving the vacancy until severance is accumulated.  
*NA*
- 5. Explain the effects of not filling the position or discussion of alternatives.

*If the position is not filled other employees will need to cover additional hours during the summer months – thus incurring excess of 19 hours per week.*

- 6. Provide description of departmental discussions about the position.  
*Standard procedures to fill the position.*

- 7. Estimated length of time to fill the position after approval.  
*Would love to have a candidate employed by May 10<sup>th</sup> or at the end of the spring term.*

- 8. Any additional comments?

  
\_\_\_\_\_  
Department Manager

3/6/19  
\_\_\_\_\_  
Date

Request for creating & filling of vacancy:  Approved  Denied

\_\_\_\_\_  
Chair, Brookings County Commission

\_\_\_\_\_  
Date