

REQUEST TO CREATE & FILL VACANCY

Position Vacancy Marketing 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	\$	<u>NA</u>

- 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 10th or at the end of the spring term.

- 8. Any additional comments?



Department Manager

3/9/19

Date

Request for creating & filling of vacancy: Approved Denied

Chair, Brookings County Commission Date