

RESOLUTION NO. 2008-06153R

A RESOLUTION ADOPTING A POLICY FOR ADVERTISEMENT OF JOB OPENINGS IN THE CITY OF TONTITOWN, ARKANSAS

WHEREAS, vacancies in positions of employment with the City occur from time to time; and

WHEREAS, the City Council has determined it to be in the best interest of the City to adopt a policy for advertising job openings;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS, as follows:

- (1) It shall be the policy of the City of Tontitown to advertise employment opportunities which arise in city government or administration.
- (2) When an opening occurs or is imminent (such as when a current employee gives notice of his/her intent to terminate employment or a new position is created), the supervisor of the position shall provide the Recorder/Treasurer with a notice of the opening to be published in the newspaper. The notice shall describe the position, the required and/or desired qualifications of the position, the address to which an applicant should send an application or résumé and the deadline for submitting the same which shall be no sooner than three (3) days from the date of publication, and state that the City is an equal opportunity employer. If the position has no direct supervisor, then the notice shall be submitted by the mayor.
- (3) The Recorder/Treasurer, upon receiving a proper notice from the supervisor, shall cause the notice to be published one time in a newspaper of general circulation within the City and shall notify the supervisor of the publication and the date thereof.
- (4) The Recorder/Treasurer shall also cause the notice to be posted on the City's website on or before the date of publication.

- (5) In the event the City council determines that publication of the opening is not practical under the circumstances, it may by majority vote waive the publication requirements of this Resolution.
- (6) This Resolution shall apply only to positions of employment with the City and shall not apply to any vacancy of elective office, the Recorder/Treasurer, the City Council, office of the Mayor, or any commission or committee of the City. Nothing in this Resolution shall affect any obligation for publication of any matter required by applicable Federal or State law.

PASSED AND APPROVED this 3rd day of June, 2008.

APPROVED:



Mayor

ATTEST:



City Recorder / Treasurer