

CITY OF GUSTAVUS, ALASKA
Ordinance FY15-04

**AN ORDINANCE FOR THE CITY OF GUSTAVUS ADOPTING AN AMENDMENT TO
TITLE 3.03.01 POSITIONS VACANCIES AND PUBLICITY**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. **Classification.** This ordinance is of a general and permanent nature and shall become a part of the City of Gustavus Municipal Code.

Section 2. **Severability.** If any section or subsection of this title is determined to be illegal or unenforceable, the remaining provisions shall not be affected, but remain valid and enforceable to the extent permitted by law.

Section 3. **Enactments.** Now therefore, be it enacted by the Gustavus City Council that this amendment to Title 3.03.01 is as follows:

~~Strikethroughs~~ are deleted, ***Bold, italicized*** words are additions.

Chapter 3.03
Recruitment Procedures

Sections:

3.03.01	Position Vacancies and Publicity
3.03.02	Employment Application Form
3.03.03	Certification Statement

3.03.01 Position Vacancies and Publicity

(a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the Mayor, or the Mayor's designee, will publish or post notice of position vacancies as follows:

(1) Position vacancy announcements shall be posted in at least three public places within the City of Gustavus, to include the council chambers, for a minimum of ten days.

(2) At the Mayor's discretion, positions may also be advertised by using any, or any combination of, State or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.

(3) All position vacancy notices shall include at least the following:

(A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, and other pertinent information.

(B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.

(C) An equal opportunity statement.

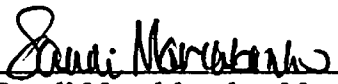
(D) A statement that reasonable accommodation to facilitate the submission of an application is available on request.

(b) Publicity for all position vacancies shall be conducted for a sufficient period of time to insure reasonable opportunity for persons to apply and to be considered for employment. Position vacancies shall be formally announced for at least ten working days prior to the closing date for filing applications. The position may remain open until a qualified candidate is found.

Date Introduced: August 5, 2014

Date of Public Hearing: August 11, 2014

PASSED and APPROVED by the Gustavus City Council this 11th day of August, 2014.



Sandi Marchbanks, Mayor



Attest: Lori Ewing, City Clerk