

New Position Requests

3/10/2025 3:21:43 PM

Fiscal Year 2026

52100 Accounting

Position Request 1

Position Title: Part Time Accounting Technician

Justification: Restructuring job roles to adapt to internal changes and succession planning.

Status: Part Time

Hourly Rate: 23.73
Hours Per Pay Period: 56.00

Salary: 34,550.88
Benefits: 2,142.15 Employer Social Security
500.99 Employer Medicare
Other Costs: None

Total Annual Costs: 37,194.02
Total One Time Costs: -
Total Cost: 37,194.02

37,194.02 Total 52100 Accounting

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55120 Animal Control

Position Request 2

Position Title: Animal Services Coordinator Assistant

Justification: Our animal services (intake) area has become busy to the point that we need a part-time position to cover for lunches, vacations, etc. In the past, the Animal Services Coordinator and the Intake Technician have covered for one another, but now we have a volume that makes it hard for someone to step away from their job to cover the other person. We get 90 applications per month for owner surrender of animals in addition to the volume of strays (all 3500 animals we take each year come past this one desk). This is a very specialized position that needs to be public facing but also able to perform basic medical exams, update animal profiles, and administer vaccines.

Status: Part Time

Hourly Rate:	20.00
Hours Per Pay Period:	56.00
Salary:	29,120.00
Benefits:	1,805.44 Employer Social Security 422.24 Employer Medicare
Other Costs:	None
Total Annual Costs:	31,347.68
Total One Time Costs:	-
Total Cost:	31,347.68

101,709.72 Total 55120 Animal Control

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51760 Information Technology

Position Request 3

Position Title: Administrative Assistant/ 911 addressing cler

Justification: As part of succession planning I wish to add this position. I currently have only one person with knowledge of the 911 addressing procedures.

Status: Part Time

Hourly Rate:	22.45
Hours Per Pay Period:	56.00
Salary:	32,687.20
Benefits:	2,026.61 Employer Social Security 473.96 Employer Medicare
Other Costs:	
One Time	1,100.00 Desktop PC
Total Annual Costs:	35,187.77
Total One Time Costs:	1,100.00
Total Cost:	36,287.77

250,150.17 Total 51760 Information Technology