



Department of Neighborhood Services
Inspectional services for health, safety and neighborhood improvement

Martin G. Collins
Commissioner

Schuyler F. Seager
Deputy Commissioner

December 8, 2000

To the Honorable, the Common Council
Office of the City Clerk
Room 205, City Hall

Dear Honorable Members:

I request that the Common Council consider the creation of two new positions in the Department of Neighborhood Services (DNS).

The first new position would be a Code Enforcement Assistant Supervisor (Salary Grade 006). The duties and responsibilities of this position would be the supervision of the CDA Intern, Receivership and Graffiti grant programs in the Department. This position performs field work and should be authorized mileage.

The second new position would be an Office Assistant II (Pay Range 410) 0.5 FTE. The duties of the position would be to assist in the clerical processing of paperwork generated by the various cleanup and vector abatement activities performed by the Department.

The Office of Community Block Grant Administration will provide the funding for these positions.

Sincerely,

Martin G. Collins
Commissioner

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c Skip Seager
Jeff Crouse