

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(x) Action

FROM (DEPT/ DIVISION): Fair

SUBJECT: Limited Duration Double Fill Position

<p>Background: To prepare for the Fair, temporarily doubling the staffing of the Administrative Assistant position will facilitate cross-training and ensure uninterrupted office support coverage.</p>	<p>Requested Action: Approve recruitment and double fill of the Administrative Assistant at the Fair. This will be a limited duration position, not to exceed October 31, 2025. No benefits/hourly wage</p>
---	---

ATTACHMENTS:

Date: (02/03/2025) Submitted By: Jennifer Blake

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- (x) Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: February 5, 2025

Action taken:

Follow-up: