City of Minden
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The Christmas City
Minden NEBRASKA

RESOLUTION NO. 1705

Whereas, Section 3.02 of the City of Minden Personnel Manual details recruitment and selection of position vacancies; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to said requirement;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 3.02 of the City of Minden Personnel Manual be amended to read as follow, to wit:

> When vacancies occur, the City of Minden may post advertisements for applications on the City bulletin boards, the internet home page, post a job advertisement in the Minden Courier, and list the job with Workforce Development, the State of Nebraska job placement service. For a specialized position or when necessary to meet equal employment opportunity objectives, additional publicity shall be directed to community organizations, educational institutions, and other government entities. Advertisements may also be placed in appropriate professional journals, and in and/or out-of-state newspapers.
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> The City Administrator, with advice from Supervisors/Department Heads, is responsible for personnel actions of the City including hiring, firing, promoting, and demoting employees. When a potential employee applies for a position, the City Administrator may request necessary relevant tests for the position. Several different testing processes may be employed and the type of test may include an oral interview, psychological test, skill test, mechanical test, written examination, or any other required test. Applicants judged to be superior by the testing process shall be considered for employment. The City reserves the right to conduct a background check, including a motor vehicle record check, and pre-employment drug screening on all applicants.

Dated this 10th day of February, 2020.

/s/ Ted Griess
Ted Griess, Mayor

ATTEST:

/s/ Abbey Jordan
Abbey Jordan, City Clerk