



JOB POSTING

I. PURPOSE

To provide a system by which all potential applicants, internal or external, have a fair and equal opportunity to investigate, apply, and be selected for job openings.

II. SCOPE

This policy applies to all City positions.

III. POLICY

All open positions must be posted for no less than one week (7 days). Postings shall be placed both internally and externally in order to maximize the greatest applicant pool.