

CLASSIFICATION PLAN AND SELECTION PROCESS**1.1.3****C. JOB ANNOUNCEMENTS**

Positions to be filled in the competitive service will be publicized electronically on the City Website.

The position may be advertised on additional sites and publications as deemed appropriate by the Office of Human Resources and the Department Head. When distribution of a job announcement would detrimentally delay the filling of a position the City, in its sole discretion, may instead opt to fill the position temporarily from immediately available sources.

In the event a job announcement is distributed, it will specify the following:

- Title and pay range of the classification for which the examination is announced;
- Nature of the work performed;
- Desired skills and experience;
- Dates, time, place and manner of taking applications;
- Closing date for receiving applications;
- Minimum requirements for the position;
- Other pertinent information in the discretion of the City.