

City of Dillingham Action Memorandum

Agenda of: September 02, 2021

2021-09

Action Memorandum No. _____

Subject:

Authorize the City Manager to sign two-year contact with NEOGOV to use online recruitment website governmentjobs.com

City Manager: Recommend Approval

Signature:  _____

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

Governmentjobs.com through NEOGOV, is an online recruitment tool for state and local government jobs throughout the United States. Governmentjobs.com is used throughout the Alaska, including The State of Alaska, City of Valdez, Matanuska-Susitna Borough and the Fairbanks North Star Borough. Governmentjobs.com is the number one public sector job board, with over 6 million monthly page views.

The City currently advertising for 15 open positions. For recruitment the City currently uses the City of Dillingham website, City of Dillingham Facebook Page, KDLG's public announcements, AML's classified section, and Alaska Department of Labor & Workplace Development's website alaskajobs.alaska.gov.

The City has an opportunity invest in deepening our pool of applicants by signing a 2 year contact with NEOGOV \$10,412.30. The first 6 months will be free. Training to use the governmentjobs.com website will be the week of September 20 and recruiting on the website will take place the following week.

Action Memorandum No. 2021-09

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on ~~November 5, 2020~~

September 02, 2021



Mayor

[SEAL]

ATTEST:



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: September 2, 2021

Job advertisement for the City of Dillingham open positions - Government Jobs dba NEOGOV

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$10,412		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 7130 10 13 0000 0 Admin Advertising		Project Open Position advertising for City	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	8/30/2021

EXPENDITURES

OPERATING	FY22	FY23	FY24	FY25
1000 7130 10 13 0000 0	\$ 4,005.32	\$ 5,485.38	\$ 921.60	
TOTAL OPERATING	\$ 4,005.32	\$ 5,485.38	\$ 921.60	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

Special Revenue Fund				
(Not Budgeted)	4,005.32	5,485.38	921.60	
(Not Budgeted)				
(Not Budgeted)				
TOTAL FUNDING	\$ 4,005.32	\$ 5,485.38	\$ 921.60	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

Approval would require an amendment to the FY22 Budget

PREPARED BY: Anita Fuller August 30, 2021

DEPARTMENT: Finance

APPROVED BY: _____