



**CITY OF LIMA**  
*Sharetta Smith, Mayor*

50 Town Square  
Lima, Ohio 45801-4900  
Phone: 419-228-5462  
Fax: 419-221-5199  
[www.cityhall.lima.oh.us](http://www.cityhall.lima.oh.us)

November 1, 2024

Civil Service Board  
C/o Deb Vobbe, Secretary  
202 E. High Street, 2nd Floor  
Lima, OH 45801

Subject: Request for eligible list for Community Development Specialist

Dear Board Members:

I am writing to request an eligibility list for the position of Community Development Specialist in the Department of Housing & Neighborhoods. There is not a current eligibility list to fill this position.

In addition, we would like to request the "I" be removed from the name, changing it to "Community Development Specialist".

I've attached a copy of the current job specification. The starting pay is Pay Range 22, Step B, which is \$29.24 per hour, \$2,339.20 bi-weekly.

Please feel free to contact me with any questions.

Sincerely,

Della Bradford, Director  
Human Resources Department

Attachment

cc: DHN Director  
HR