



CITY OF LIMA
Sharetta Smith, Mayor

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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,

A handwritten signature in blue ink, appearing to read "Della Bradford".

Della Bradford, Director
Human Resources Department

Attachment

cc: DHN Director
HR