



Kellie A. Hebert  
Human Relations Manager

MEMORANDUM

TO: Bernard F. Lynch, City Manager

FROM: Kellie A. Hebert, Human Relations Manager *KH*

CC: Thomas Moses, Chief Financial Officer

DATE: February 10, 2010

SUBJECT: RESPONSE TO COUNCIL MOTION - JOB POSTINGS

I write in response to the motion submitted by Councilor Elliott for the City Council meeting held on January 26, 2010: *"Require Manager to post all job vacancies on City Website, etc."*

As a routine procedural step in the City's hiring process, the Human Relations Office regularly publishes job postings and position descriptions on the City's website. Posting job vacancies on-line allows for a convenient and efficient method to inform the public of job openings when the City creates a new position or must fill a vacancy due to retirements and normal attrition.

Of course, recent hiring activity has been severely restricted due to the City's fiscal condition and historic budget shortfalls. We are fortunate to have the technical capability to electronically post vacancies on the website. Until quite recently, traditional classified newspaper advertising was routinely used, at a substantial cost, to recruit qualified employees and to publicize job openings. Since online posting is essentially "free" advertising, the City has been quite successful at reducing hiring expenses from print advertising. Alternatively, we have maximized our limited funding by using online classified job search resources and by strategically targeting qualified applicants through the websites of various professional organizations such as the Massachusetts Municipal Association.

In addition to electronic distribution of job postings, all vacancies must be publically posted outside the Human Relations Office for a minimum of 5 days. Finally, job descriptions are also distributed to all departments to be posted on all employee bulletin boards.

I am available to discuss this process and any hiring procedures in further detail.

Enc. (2)

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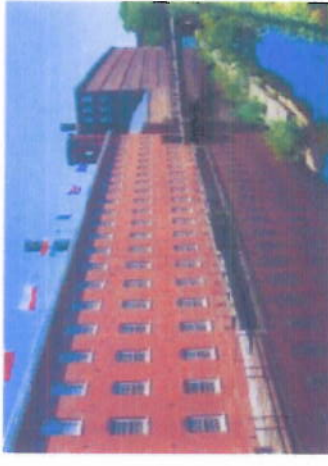
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The Lowell Green Building

## Welcome to the City of Lowell



The City of Lowell is the fourth largest city in the Commonwealth of Massachusetts. Its strategic location at the intersections of Routes 495, 93 and 3, provides excellent access to all points of interest in Massachusetts as well as New Hampshire and Maine. Commuter rail also provides an easy 40-minute ride to Boston's North Station.

Lowell's National Park is known as one of the greatest tributes to the Industrial Revolution and the textile industry that boomed in New England in the nineteenth century. The rehabilitated mill buildings are further complemented by 2 1/2 miles of trolley tracks, canal boat tours, and several museums.

The 3200-seat Lowell Auditorium hosts many of the country's best performers at affordable prices. The Merrimack Repertory Theatre, which is also located in downtown Lowell, is one of the few self-sustaining repertory theater groups in the northeast.

The 19th century mill buildings provide an excellent opportunity for low-cost acquisition and rehabilitation for small



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**Job Postings**

Displayed below is a list of the various opportunities currently available at the City of Lowell.

Job Title	Status	Job Type	Department	Application Deadline	Details
Public Health School Nurse	Full time	City Budgeted	Health	2010-02-21 16:00:00	

Qualified individuals may submit their resume, along with a cover letter, and any required license certifications as follows:

Via email to: Ms. Stephanie Vinas via [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)  
**Please list the job title in the email subject line.**

Via fax to: (978)-446-7102

Via mail to: City Hall Human Relations Office  
 375 Merrimack Street, Room 19  
 Lowell, MA 01852

The City of Lowell is an EOE/AA/504 employer, and maintains a smoke and drug free workplace. A physical, drug screen, PPD test and CORI, are all required post offer.

**Dept Contact Info**

**Department Head**



**Kellie Hebert**  
 HR Manager

**Location:**  
 375 Merrimack Street  
 Basement, Room 19  
 Lowell, MA 01852

**Phone:**  
 (978) 970-4105, voice  
 (978) 446-7102, fax

**Office Hours:**  
 8:00 A.M. - 5:00 P.M.,  
 Monday - Friday

**Dept Quick Links**

- Open Enrollment
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