



## REQUEST TO POST VACANCY

Date Submitted: 7/27/21

Title of Position: Business Support – Grants Management Grade/Step or Lane/Step: 7

New Position

10 Hours per Day      Anticipated hire date: ASAP

Job description attached:  Yes  No Supervisor: Kevin Davis

Posting:       Internally Only       Internal/External

Suggestions for External Posting:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Manager

Approved: Kevin Davis \_\_\_\_\_ Date: 2/1/21 \_\_\_\_\_  
Superintendent

Original retained by Superintendent's Office; Copy sent to Originator

