

New Bern Parks and Recreation POSITION AUTHORIZATION PROCEDURES

Requests for new positions (full-time, part-time, seasonal) shall be requested during the annual budget process in the following manner:

1. Board of Alderman Budget Workshop – Requests for new positions, along with justification, shall be presented as part of the department presentation for the future budget.
2. The request for new positions shall be sent to the Human Resources Director as designated in the FY Budget preparation process.
3. The request shall be presented to the budget committee (*City Manager, Finance Director, Human Resources Director*) for consideration during the department presentation.
4. The request shall also be presented to the Board of Aldermen during the Department budget request workshop.
5. The City Manager shall make the final recommendations to the Board of Aldermen for new positions.
6. The Board of Aldermen reserve the right to approve or deny position requests.