

HR HIRE TRANSMITTAL FORM

Date: 4/16/2026

To: Flathead County Board of Commissioners

FROM: Human Resources Officer

Type of Action: ☐ Addition of a new position (unbudgeted)
☐ Addition of a new position (budgeted)
☒ Other: FTE adjustment

DEPARTMENT: 2220-0248 Library
POSITION(S): 06050 Library Advisors

REQUEST: This request is to combine two half time positions into one full time position, as noted below. This will not increase the overall FTE.

Title	Position#	Current Annual FTE	Current Annual Hours	Change to Annual FTE	Change to Annual Hours
Advisor	06050-018	0.50	1040	1.00	2080
Advisor	06050-006	0.50	1040	0.00	0
Total		1.00	2080	1.00	2080

RECOMMENDATION: ☒ Approve
☐ Deny

Human Resources Director

Library Director

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LIBRARY BOARD ACTION

☐ Approved
☐ Denied

Library Board Chair

Date

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