



Legislation Details (With Text)

File #:	RES 15-013	Version:	1	Name:	Job Description revision
Type:	Resolution	Status:	Passed		
File created:	9/15/2015	In control:	CITY COUNCIL REGULAR		
On agenda:	9/21/2015	Final action:	9/21/2015		
Title:	Resolution No. 15-013 Revising the Position Description for the Non-represented Position of Administrative Assistant Details: The Administrative Assistant job description and title are being revised effective October 1, 2015. The new title of the position will be Administrative Assistant/Deputy City Clerk. This resolution will create the changes for that position. The salary scale for the position is not changing. Presenter: Jennifer Gorsuch, Administrative Services Director				
Sponsors:	Jennifer Gorsuch				
Indexes:					
Code sections:					
Attachments:	1. RES 15-013 Revising the Job Description for a Non-Represented Position Effective October 1, 2015 (Admin. Asst. to Admin. Asst.-Deputy City Clerk), 2. Exhibit A Administrative Assistant/Deputy City Clerk job description, 3. Exhibit B salary scale				

Date	Ver.	Action By	Action	Result
9/21/2015	1	CITY COUNCIL REGULAR		
9/21/2015	1	CITY COUNCIL REGULAR		

Resolution No. 15-013 Revising the Position Description for the Non-represented Position of Administrative Assistant

Details: The Administrative Assistant job description and title are being revised effective October 1, 2015. The new title of the position will be Administrative Assistant/Deputy City Clerk. This resolution will create the changes for that position. The salary scale for the position is not changing.

Presenter: Jennifer Gorsuch, Administrative Services Director

Recommended Action: Staff recommends Council move to adopt Resolution No. 15-013.