



Legislation Text

File #: RES 15-012, **Version:** 1

Resolution No. 15-012 Revising the Job Description for the Non-represented Position of Executive Assistant to City Administrator

Details: The Executive Assistant job description and title are being revised effective October 1, 2015. The new title of the position will be Human Resources Assistant. 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. 15-012.