



Legislation Text

File #: RES 15-013, **Version:** 1

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.