



RESOLUTION P2015-02

**Resolution Establishing Job Classification of
Assistant to Fiscal Officer**

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio adopted the Symmes Township Personnel Policy Manual (PPM) which established guidelines for Township employees in 2001 pursuant to Resolution P-0102; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, periodically reviews and updates the PPM including job descriptions contained within the PPM; and

WHEREAS, the Symmes Township Fiscal Officer has recommended the creation of an Assistant to the Fiscal Officer and has provided a detailed job description for this position; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, 2 the creation of this position would be beneficial to the operation of the Fiscal Officer's office.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

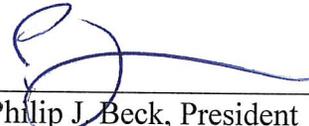
- Section 1. Hereby establishes the job classification of Assistant to the Fiscal Officer and approves the job description attached hereto as Exhibit "A".
- Section 2. Hereby directs that the job description of the Assistant to the Fiscal Officer be included in the Township Personnel Policy.
- Section 3. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.
- Section 4. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

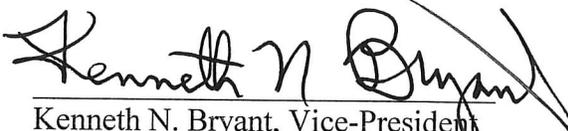
Section 5. Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

ADOPTED JUNE 2, 2015

Vote Record: Mr. Beck Aye Mr. Bryant Aye Mrs. Leis Aye

BOARD OF TRUSTEES:


Philip J. Beck, President

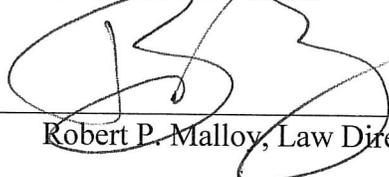

Kenneth N. Bryant, Vice-President


Jodie L. Leis, Trustee

ATTEST:


Carol A. Sims, Fiscal Officer

APPROVED AS TO FORM:


Robert P. Malloy, Law Director