

RESOLUTION P2018-02

**RESOLUTION APPROVING REVISED JOB DESCRIPTIONS FOR SYMMES
TOWNSHIP EMPLOYEE POSITIONS**

WHEREAS, the Symmes Township Personnel Policy Manual provides for job descriptions for all Township employees;

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, has reviewed the proposed job descriptions for Township employees; and

WHEREAS, the Township Administrator has recommended that the job descriptions be revised for the Administrative Assistant, Assistant to the Fiscal Officer, Director of Public Works and the Crew Leader Positions.

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

- Section 1.** That the job descriptions for the Administrative Assistant , Assistant to the Fiscal Officer, Director of Public Works and Crew Leader (Attachment 1) are hereby adopted and approved.
- Section 2.** Finds and determines that all formal action 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 committees 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 Section 121.22, except as otherwise permitted thereby.
- 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.

ADOPTED FEBRUARY 6, 2018 – RESOLUTION P2018-02

Vote Record: Ms. Leis ____ Mr. Bryant ____ Mr. Beck ____

BOARD OF TRUSTEES:

Kenneth N. Bryant, President

Philip J. Beck, Trustee

Jodie L. Leis, Trustee

ATTEST:

Carol A. Sims, Fiscal Officer

APPROVED AS TO FORM:

Kevin McDonough, Law Director