

RESOLUTION NO. 3105

A RESOLUTION APPROVING THE RECLASSIFICATION OF THE HUMAN RESOURCES/PUBLIC RECORDS MANAGER/ADMINISTRATIVE ASSISTANT POSITION TO CITY CLERK AND THE CLERK/TREASURER POSITION TO FINANCE DIRECTOR, AUTHORIZING THE ADDITION OF A HUMAN RESOURCES & COMMUNITY OUTREACH SPECIALIST POSITION, AND APPROVING THE JOB DESCRIPTIONS FOR EACH

WHEREAS, the City of Selah previously consolidated the positions of Human Resources Manager, Public Records Manager, and Administrative Assistant into one position; and

WHEREAS, the incumbent Human Resources/Public Records Manager/Administrative Assistant has submitted their resignation; and

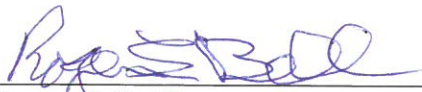
WHEREAS, the City of Selah recognizes the unlikelihood of identifying a candidate with the same unique educational and professional background as the incumbent; and

WHEREAS, the City of Selah is committed to cultivating and maintaining a professional, competent, and inclusive workforce; and

WHEREAS, to ensure the continuation of such a workforce and to continue to best serve the interests of residents, the City desires to update the titles and job descriptions of two current positions and add an additional position.

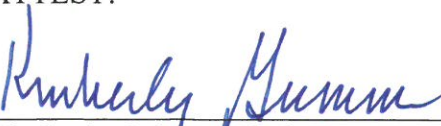
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, approves the reclassification of the Human Resources/Public Records Manager/Administrative Assistant position to City Clerk and the Clerk/Treasurer position to Finance Director, authorizes the addition of a Human Resources & Community Outreach Specialist position, and approves the job descriptions for each.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of March, 2024.

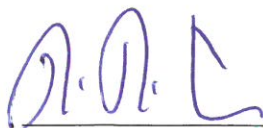


Roger Bell, Mayor

ATTEST:



Kimberly Grimm, Clerk Treasurer



Rob Case, City Attorney