

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: March 17, 2020

Item Details

Presenter(s): Personnel Committee: Mayor Pro Tem Dozier and Mayor Jacques Gilbert

Department(s): Governing Body

Requested Motion

Motion to authorize the addition of a full-time Deputy Town Clerk to the current number of authorized positions and set the Pay Grade at 19.

Approval Recommended?

Yes, by unanimous direction of the Personnel Committee.

Item Details

The Personnel Committee met on February 25, 2020 to hear from department directors about their personnel needs for the coming fiscal year. Among the positions described was a Deputy Town Clerk, a position that would help with the increasing workload handled by the Town Clerk. The Committee, subsequent to their meeting, directed that this position be authorized and filled in the current fiscal year.

Attachments

- Draft job description

