

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: July 27, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources Director

Requested Motion

Motion to approve one (1) new full-time position, Executive Assistant to Town Administration, Grade 22, to the Administration Department & corresponding Budget Amendment 2.

Approval Recommended?

Yes

Item Details

This new position is being requested to assist Town Administration (Town Manager and Assistant Town Managers) with advanced journey level administrative and office management responsibilities to ensure efficient service for the Office of the Town Manager, Town Administration, and the public. Work entails political, confidential and sensitive issues requiring a high degree of discretion and tact involving extensive contact with interdepartmental staff, elected officials, outside agencies and organizations, and the general public. This class is distinguished from other administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of Town functions and the competence to perform duties that require the exercise of discretion and independence with respect to matters of significance. The job description for the new position is attached.

Attachments

- Executive Assistant to Town Administration
- Budget Amendment 2

