

**RESOLUTION NO. 2022-104**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA, APPROVING THE FUNDING OF AN ADMINISTRATIVE ASSISTANT JOB POSITION IN THE ECONOMIC DEVELOPMENT DEPARTMENT**

**WHEREAS**, the City has a need to provide for career growth and higher responsible assignments in the Economic Development Department.

**WHEREAS**, the duties outlined in the currently filled Department Assistant II position are not sufficiently responsible to fully support the Department's needs and do not allow for career growth into more responsive aspects of the Department.

**WHEREAS**, the job position of Administrative Assistant includes higher responsive duties that allow for career growth.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the City Council of the City of Coachella, as follows:

**Section 1.** The City Council hereby finds and determines that the foregoing Recitals of this Resolution are true and correct and hereby incorporated into this Resolution as though fully set forth herein.

**Section 2.** The City Council approves the associated Administrative Assistant job description as previously adopted and attached hereto as Exhibit 1.

**Section 3.** The City Council approves and funds a full-time Administrative Assistant position in the Economic Development Department.

**Section 4.** The City Council freezes the currently funded position of the selected qualified City employee and specifies that this action does not add an additional funded position. This position is not approved for external recruitment.

**PASSED, APPROVED and ADOPTED** this 14<sup>th</sup> day of December 2022.

---

Steven A. Hernandez  
Mayor

**ATTEST:**

---

Angela M. Zepeda  
City Clerk

**APPROVED AS TO FORM:**

---

Carlos Campos  
City Attorney

STATE OF CALIFORNIA            )  
COUNTY OF RIVERSIDE        ) ss.  
CITY OF COACHELLA            )

**I HEREBY CERTIFY** that the foregoing Resolution No. 2022-104 was duly adopted by the City Council of the City of Coachella at a regular meeting thereof, held on the 14<sup>th</sup> day of December 2022, by the following vote of Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Andrea J. Carranza, MMC  
Deputy City Clerk