

RESOLUTION #2026-43

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA CHANGING THE JOB TITLE OF RECORDS COORDINATOR TO THE DEPUTY TOWN CLERK PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Eatonville, Florida desires to expand the duties and responsibilities of the Records Coordinator through a reclassification of its current job title of Records Coordinator to a more appropriate job title of Deputy Town Clerk; and

WHEREAS, the Town Council of the Town of Eatonville, Florida hereby authorizes the Administration to change the job title of the Records Coordinator to the Deputy Town Clerk. The change of the job title would allow this position to perform additional duties as assigned.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA THE FOLLOWING:

SECTION ONE: the Town Council hereby authorizes the Administration to change the job title of Records Coordinator to the Deputy Town Clerk in accordance with job description of the Town.

SECTION TWO: DUTIES: the Deputy Town Clerk will perform the functions and duties as specified in the job description, and to perform other legally permissible and proper duties and functions of the Deputy Town Clerk.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION FIVE: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 21st day of July 2026.

Ruthi Critton, Mayor

ATTEST:

Veronica King, Town Clerk