

CITY OF EVERMAN, TEXAS

RESOLUTION NO. 2025-12-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF KENNEL TECHNICIAN (PART-TIME); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Everman maintains job descriptions for all municipal positions to ensure clear expectations, responsibilities, and qualifications for City employees; and

WHEREAS, the City Council desires to establish and approve a formal job description for the position of **Kennel Technician – Part-Time** within the Animal Control Department to support the ongoing care, custody, and humane housing of animals in the City's care; and

WHEREAS, City administration has prepared a job description for said position, outlining the duties, qualifications, knowledge, and abilities required to fulfill the needs of the department and serve the residents of the City of Everman; and

WHEREAS, after review and consideration, the City Council finds that the proposed job description is in the best interest of the City and necessary for the efficient and effective operation of the Animal Services Division;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS:

SECTION 1. The City Council hereby approves and adopts the **Kennel Technician – Part-Time** job description attached hereto as **Exhibit A** and incorporated herein for all purposes.

SECTION 2. The City Manager, or their designee, is authorized to make minor non-substantive amendments to the job description as needed to ensure compliance with applicable laws, regulations, and operational requirements.

SECTION 3. This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED THIS 9th DAY OF DECEMBER 2025.

APPROVED:

Ray Richardson Mayor

ATTEST:

Mindy Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney
4910-9330-3153, v. 1

EXHIBIT A

4910-9330-3153, v. 1