



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding amending City Secretary Job Description		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Proposed City Secretary Job Description; Previously Approved City Secretary Job Description		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:	<p>In view of the recent reassignment of duties and after consulting with Deputy City Secretary Sosol regarding her thoughts on the City Secretary Job Description, staff drafted the attached Proposed City Secretary Job Description.</p>		
RECOMMENDED ACTION:	<p>Approve City Secretary Job Description as presented.</p>		