

RESOLUTION TO RATIFY THE APPOINTMENT OF RACHEL BRADFORD TO THE POSITION OF ADMINISTRATIVE ASSISTANT-LEVEL 1 IN THE CODES & PLANNING DEPARTMENT

RESOLUTION 26-

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The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, on August 20, 2025, the Town Board approved establishment of the position of Administrative Assistant-Level 1 by Resolution 25-95; and

WHEREAS, the 2026 Town Budget includes the addition of an Administrative Assistant in the Codes and Planning Department; and

WHEREAS, the interview committee has determined that Rachel Bradford possesses the necessary knowledge and skills to satisfactorily perform the duties of the position; and

WHEREAS, Ruth Groff, Town Supervisor, appointed Rachel Bradford as an Administrative Assistant-Level 1, effective Tuesday, July 7, 2026; now, therefore be it

RESOLVED, that the Town Board of the Town of Lansing does hereby ratify the appointment made by the Town Supervisor of Rachel Bradford as Administrative Assistant-Level 1 as follows:

1. Effective Tuesday, July 7, 2026, Rachel Bradford is hereby appointed as an Administrative Assistant-Level 1, with the same Town perquisites and benefits as are available to all employees of the Town and to such position. This position will be in the non-competitive class under the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program. At such time as the NY HELPS program concludes, these appointments will convert to a competitive classification;
2. This appointment will be full-time at 36.5 hours per week;
3. The hiring wage rate will be \$24.00 per hour, as listed in the Office Staff Job Classification System "Class AA Step 1";
4. The probationary period for this appointment is hereby set at 26 weeks with no further action by the Town Board if there is successful completion of the probationary period as determined by the Town Supervisor;
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.