

**CITY OF WILLARD, MISSOURI
RESOLUTION NO: 25-28**

A RESOLUTION BY THE BOARD OF ALDERS ADOPTING THE JOB DESCRIPTION OF HR COORDINATOR/ASSISTANT TO THE CITY ADMINISTRATOR FOR THE CITY OF WILLARD, MISSOURI

WHEREAS, the City of Willard, Missouri (“the City”) recognizes the need to clearly define and formalize roles within the City to ensure operational efficiency and support internal processes; and

WHEREAS, the City Administrator currently performs many duties traditionally associated with a Human Resources Director, and pursuant to the City Code, and holds the authority to hire, discipline, and terminate City employees; and

WHEREAS, the operational workload and scope of responsibilities do not presently justify a Director-level human resources position, and the City Administrator has recommended the establishment of a Coordinator-level position to manage day-to-day HR functions and provide administrative support; and

WHEREAS, the Board of Alders finds that the adoption of this job description supports the City’s commitment to transparency, accountability, and sound personnel management;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The attached HR Coordinator/Assistant job description is hereby adopted as the official job description for this position.

Section 2. This job description shall serve as the basis for evaluating performance, setting expectations, and guiding the execution of duties by the employee serving in this role.

Section 3. The City Administrator is authorized and directed to ensure that the job description is provided to relevant personnel and included in the official records of the City of Willard.

Section 4: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED THIS DAY, the 28th day of July, 2025, by the Board of Alders of the City

of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk