

**CITY OF WILLARD, MISSOURI**

**RESOLUTION NO. 25-12**

**A RESOLUTION ADOPTING THE CITY CLERK & PUBLIC INFORMATION OFFICER JOB DESCRIPTION FOR THE CITY OF WILLARD, MISSOURI.**

**WHEREAS**, the City of Willard, Missouri, recognizes the need to formally define the roles and responsibilities of the City Clerk & Public Information Officer (PIO) to ensure efficiency, transparency, and accountability in city operations; and

**WHEREAS**, the City Administrator has prepared and recommended a job description that outlines the duties, qualifications, and expectations for this position; and

**WHEREAS**, the Board of Aldermen finds that adopting this job description will enhance the administration of municipal records, public communication, and community engagement efforts; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:**

**Section 1.** The attached City Clerk & Public Information Officer (PIO) 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 take effect immediately upon its passage and approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:**

**Dated:** This the **10th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

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Mayor Troy Smith

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Attested by Rebecca Hansen City Clerk