

**CITY OF WILLARD, MISSOURI**

**RESOLUTION NO. 25-13**

**A RESOLUTION ADOPTING THE PUBLIC WORKS & WATER-SEWER DIRECTOR 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 Public Works & Water-Sewer Director to ensure efficiency, compliance, and operational excellence in city infrastructure and utility management; 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 infrastructure, public works projects, and water-sewer operations; and

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

**Section 1.** The attached Public Works & Water-Sewer Director 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.

---

Mayor Troy Smith

---

Attested by Rebecca Hansen, City Clerk

