

TOWN OF HURLEY

RESOLUTION TO APPROVE JOB DESCRIPTIONS FOR SECRETARY TO THE PLANNING BOARD AND SECRETARY TO THE ZONING BOARD OF APPEALS

Resolution No. \_\_\_\_\_

Moved By \_\_\_\_\_

Date: March 26, 2024

Seconded By \_\_\_\_\_

WHEREAS, the positions of Secretary to the Planning Board (Civil Service 5830) and Secretary to the Zoning Board of Appeals (Civil Service 5900) are exempt within the UC Civil Service system and therefore do not have set job descriptions as set by the county; and

WHEREAS, each job position within the Town should have an established job description;

THEREFORE, BE IT RESOLVED by the Town Board of the Town of Hurley to approve the descriptions for the Secretary to the Planning Board and Secretary to the Zoning Board of Appeals.

	AYE	NAY
Michael Boms, Supervisor	_____	_____
Diana Cline, councilperson	_____	_____
Debbie Dougherty, councilperson	_____	_____
Tim Kelly, councilperson	_____	_____
Gregory Simpson, councilperson	_____	_____