

RESOLUTION NO. 2012-10

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA (“CITY”) FOR THE PURPOSE OF APPROVING AND ADOPTING AN AMENDED JOB DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE PUBLIC WORKS DEPARTMENT PURSUANT TO SECTION 208 OF THE EMPLOYEE HANDBOOK AND AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION AND DECLARING AN EMERGENCY TO EXIST.

WHEREAS, the CITY is empowered pursuant to Section 208 of the City of Willcox Employee Handbook to approve and adopt any new job descriptions or amendments to existing job descriptions; and

WHEREAS, on May 23, 2007 the Mayor and Council formally approved and passed Resolution NO. 2007-10 adopting the Employee Handbook for the City of Willcox; and

WHEREAS, the Mayor and Council of the City of Willcox desire to have this Resolution presented at its February 20th, 2012 Council Meeting for the purpose of approving and adopting amended Job Description for the Administrative Assistant-Public Works Department; and

WHEREAS, the Mayor and Council have determined that formal action on this Resolution is in the best interest of the CITY, its citizens and its municipal system; and,

WHEREAS, it is necessary for the preservation of the peace, health, and safety of the City of Willcox, Cochise County, Arizona, that an emergency be declared to exist and that this Resolution shall be effective immediately upon its passage and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, AS FOLLOWS:

Section 1: The CITY formally adopts Resolution 2012-10 for the purpose of approving amended Job Description for the City of Willcox Administrative Assistant-Public Works Department position.

Section 2: That the immediate operation of the provisions of this Resolution is necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, and this Resolution shall be in full force and effect from and after its passage by the City of Willcox, Cochise County, Arizona.

Section 3: That the Mayor is authorized and empowered to execute this Resolution as presented.

PASSED AND ADOPTED BY MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA this 20th day of February 2012.

APPROVED/EXECUTED:

/S/ MONIKA S. CRONBERG
~~MAYOR, GERALD W. LINDSEY~~
Vice Mayor Monika S. Cronberg

ATTEST:

APPROVED AS TO FORM:

/s/ Cristina Garcia Whelan, CMC
City Clerk, Cristina Garcia Whelan, CMC

/s/ Hector M. Figueroa
City Attorney, Hector M. Figueroa, Esq.

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