

RESOLUTION NO. 3930

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
ADMINISTRATIVE SECRETARY JOB DESCRIPTION**

WHEREAS, the City Manager and her staff have presented the City Council with a revised Administrative Secretary Job Description; and

WHEREAS, the Administrative Secretary Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Administrative Secretary Job Description.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coalinga as follows:

1. The Administrative Secretary Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Administrative Secretary Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on the 7 day of November, 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk