

R-113-16

**Resolution Establishing Job Description for the Position of Administrative Assistant
for the Borough of Wharton**

WHEREAS, the Mayor and Council of the Borough of Wharton has created a Policy and Procedures Manual; and

WHEREAS, the Borough Administrator and Personnel Administrator have reviewed and updated the attached Job Description – Administrative Assistant to be utilized by the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Wharton that the document known as Job Description – Administrative Assistant hereby established and will be known as Section 1:3.15 of the Policy and Procedures Manual of the Borough of Wharton.

Adopted: August 15, 2016

BOROUGH OF WHARTON

ATTEST:

**WILLIAM J. CHEGWIDDEN,
MAYOR**

**Robin Ghebreel,
Deputy Municipal Clerk**