

RESOLUTION NO. 014-2016

A RESOLUTION AMENDING THE JOB DESCRIPTION
OF THE CRESTONE TOWN CLERK

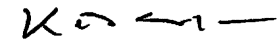
WHEREAS, the Town of Crestone has ceased utilizing the position of Town Administrator since the latter portion of 2015; and

WHEREAS, the Town Board of Trustees has recognized the necessity to allocate some of the previous duties of the Town Administrator to the Town Clerk in order to continue the orderly functions of the town government until such time as the organization chart and job descriptions can be revised and amended.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Crestone that the (Job Description: Town Clerk) § 1 Essential Duties and Responsibilities of the Town of Crestone Personnel Policy, as adopted by Ordinance #2013-003, be amended by addition of the following paragraph (which shall precede all paragraphs under said section).

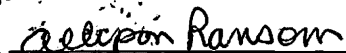
Supervises all members of town staff (excluding municipal Judge, Town Attorney and Town Treasurer) and oversees public works functions such as obtaining engineers, architects, construction, maintenance and other services required by the town; and arranging for and overseeing maintenance and repair of all town property such as buildings, grounds, park, roads, sewer system, wells and other property in addition to recommending termination of such supervised personnel to the Board of Trustees in appropriate circumstances.

DONE and SIGNED this 20th day of June, 2016.



Kairina Danforth, Mayor

Attest:



Allyson Ransom, Town Clerk

