

RESOLUTION 2024-5

A RESOLUTION TO REVISE JOB DESCRIPTIONS FOR EMPLOYMENT WITH THE CITY OF HARDY AND HARDY WATER WORKS

WHEREAS, the city of Hardy Arkansas desired to have written Job Descriptions for all employees and volunteers working with the City, and;

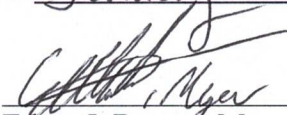
WHEREAS, the City of Hardy Employee Handbook Section 4.17 requires that all Job Descriptions be approved by the Mayor and City Council; and

WHEREAS, the City of Hardy City Council has previously met and approved its' current job descriptions by Resolution 2018-G and believes it to be necessary to update, revise, and add job descriptions from time to time (Sec. 4.17) as the city's business evolves; and

NOW, THEREFORE, IT RESOLVED that the City Council of Hardy, Arkansas hereby approves the following Job Descriptions per the revision and date listed for the use by City Administration.

<u>Job Description</u>	<u>Revision</u>	<u>Date</u>
RV Park Attendant	1.0	August 7, 2018
Secretary – Administrative	1.0	August 7, 2018
Director of Public Works	1.0	August 7, 2018
Water Clerk	1.0	August 7, 2018
Fire Chief	1.1	May 12, 2023
Maintenance Technician – Parks	1.0	August 7, 2018
Maintenance Technician – Water/Waste Water/Streets	1.0	August 7, 2018
Maintenance Technician – Parks & Public Works	1.0	July 6, 2023
Police Chief	1.0	August 7, 2018
Police Officer I, II, Reservist	1.0	August 7, 2018
Deputy Clerk I	1.0	August 7, 2018
Deputy Clerk II	1.0	August 7, 2018
Building Inspector	1.0	August 7, 2018
Code Officer	1.0	August 7, 2018
Secretary – Fire	1.0	August 7, 2018
Secretary – Police	1.0	August 7, 2018
Fireman	1.0	August 7, 2018
City Administrator	1.0	December 15, 2023

PASSED AND APPROVED THIS 8th DAY OF January, 2024.


Ethan J. Barnes, Mayor


Mitchell Sparks, Recorder-Treasurer

Filed 1/8/24 MTS
City of Hardy, Arkansas
Recorder-Treasurer Office