

RESOLUTION NO. 23- 15

**A RESOLUTION APPROVING AND AUTHORIZING THE PROMOTION OF WATER CLERK JENNIFER SAFFELL TO THE POSITION OF ADMINISTRATIVE ASSISTANT AND DECLARING AN EMERGENCY.**

**WHEREAS**, Jennifer Saffell has demonstrated exceptional performance in her current role, consistently meeting or exceeding performance expectations and demonstrating a strong commitment to the success of The Village;

**WHEREAS**, Jennifer Saffell has demonstrated the necessary skills, qualifications, and aptitude for the role of administrative assistant;

**WHEREAS**, the administrative assistant position is critical to the success of the Village, providing vital support to executive and management staff, coordinating various administrative tasks, and aiding in the smooth operation of the Village Administration Office;

**NOW, THEREFORE, BE IT RESOLVED THAT:**


Jennifer Saffell is hereby promoted to the position of administrative assistant, effective May 15, 2023.

Jennifer Saffell will report to the Village Administrator and will be responsible for administrative duties as well as other related duties as assigned.

Jennifer's compensation will be adjusted to reflect the requirements and responsibilities of the new role.

PASSED: 5-15-23

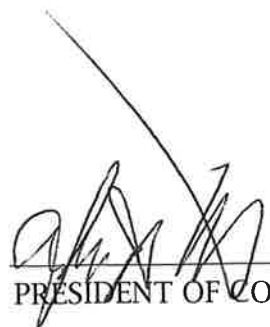
APPROVED:

  
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MAYOR

  
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ATTEST: CLERK OF COUNCIL

  
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PRESIDENT OF COUNCIL