

RESOLUTION 09-16

**RESOLUTION OF THE CITY OF LAKESIDE, OREGON
APPROVING CITY ADMINISTRATOR DUTIES**

WHEREAS, the City Council previously appointed Charlie Hill as the City Recorder and as the Assistant City Administrator has since the appointment in 2007 assigned her such duties as they have laid out in a prior job description as City Administrator as well as City Recorder and;

WHEREAS, the City Council has determined that for administration, it is in the best interest of the City to re-designate Charlie Hill as Administrator, as she is fulfilling those duties;

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE COMMON
COUNCIL OF THE CITY OF LAKESIDE THAT:**

The job description of the City Recorder/Administrator is hereby reconfirmed and Charlie Hill is hereby designated as City Recorder/Administrator with the clear understanding that her duties includes the administration of all department heads and personnel, and the Council specifically reserves unto itself the power of hiring and firing city personnel; the attempt of both the Council and the City Recorder/Administrator is to work together at monthly Council meetings to confer on the day-to-day matters, complaints, and issues that may arise over personnel and administration, respecting, however, the contents and agreements as outlined in the personnel manual, City Charter, and the job descriptions. It is the Councils' intent to discharge its duties while not interfering with the City Recorder/Administrator duties involving supervision of employees.

PASSED, Adopted and APPROVED this _____ day of August, 2009.

Orville Nelson, Mayor

Attest:

Charlie Hill, City Recorder/City Administrator