

RECLASSIFICATION AND TITLE CHANGE OF
CLERK/TREASURER’S ADMINISTRATIVE SECRETARY
POSITION

In the year Two Thousand Nine.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Chief Administrative Officer has requested a title change for the
Clerk/Treasurer’s Administrative Secretary position to Licensing, Voting and Records
Coordinator; and

WHEREAS, the Chief Administrative Officer has also requested the reclassification of
the newly entitled position of Licensing, Voting and Records Coordinator from a Grade 15 to a
Grade17 to reflect the increased responsibilities of the position as a result an unfilled position;
and

WHEREAS, both requests have been approved by the Interim Human Resources Director
and Board of Finance;

NOW, THEREFORE, BE IT RESOLVED that the position of Administrative Secretary
is now entitled Licensing, Voting and Records Coordinator in the Clerk/Treasurer’s Office and is
reclassified from a Grade 15 to a Grade 17 within the Willis Classification System, effective as
of the date of City Council approval.