



## Legislation Text

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**File #:** 23-2150, **Version:** 1

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### JOB DESCRIPTION

**Motion/Request:**

MOTION to approve proposed updates to the Administrator of Emergency Services Job Description as presented in the draft dated October 11, 2023.

**Background:**

The Administrator of Emergency Services job description was posted as a draft to hire the most recent staff member in the position.

No details have been changed, the Human Resources Department was simply looking to finalize and replace the outdated descriptions from as early as 1988.

**Department Comment/Recommendation:**

(type text here)

**Human Resources Comment/Recommendation:**

It is the recommendation of Human Resources that these job description be approved and finalized.

**Financial Information:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)