

A RESOLUTION OF LUZERNE COUNTY COUNCIL TO ESTABLISH AN ADMINISTRATIVE ASSISTANT POSITION IN THE OFFICE OF CLERK OF COUNTY COUNCIL

WHEREAS, the Luzerne County Home Rule Charter establishes the Office of the Clerk of County Council in **Section 2.09 (A) 7, as follows:**

A. County Council shall have and may exercise such legislative powers and duties as are conferred or imposed upon it by this Charter, the Administrative Code, and other County ordinances or resolutions, and those generally conferred or imposed upon County governments in the Commonwealth of Pennsylvania by applicable law to the extent they are not inconsistent with the provisions, spirit, and purpose of this Charter. Specifically, County Council shall: ...

7. Appoint a Clerk of County Council and such other staff as it deems desirable in keeping with the provisions of the County Personnel Code, other personnel policies, and the annual budget appropriation for this office. The appointment and removal of the Clerk of County Council and all other staff of County Council shall be made by resolution adopted by an affirmative vote of at least a majority of County Council's current members; and

WHEREAS, the position of Clerk of County Council has been functioning since the inception of Home Rule in January 2012; and

WHEREAS, the duties and responsibilities of the Clerk of Council have increased significantly since 2012; and

WHEREAS, the County Council desires to provide an Administrative Assistant position to the Clerk of Council to assist the Clerk of Council in fulfilling the duties and responsibilities of the Office;

NOW, THEREFORE, BE IT RESOLVED, the County Council hereby establishes the position of Administrative Assistant to the Clerk of Council. Said position shall be a full-time exempt service position with an annual salary of \$30,000.00 and benefits that are consistent with those provided to other County employees. The position shall be created and filled in accordance with the County Personnel Code and Personnel Policy, and the Administrative Assistant shall serve at the pleasure of County Council. The Administrative Assistant to the Clerk of Council shall be subject to the same terms, restrictions, and prohibitions provided in the Luzerne County Home Rule Charter Section 2.09 (A) 7a for the Clerk of Council.

BE IT FURTHER RESOLVED that the duties and responsibilities of the position of the Administrative Assistant shall be to assist the Clerk of Council in the operation of the office and the performance of duties as outlined in the Luzerne County Home Rule Charter in Section 2.09 (A) 7, and the Administrative Assistant shall work at the direction and under the supervision of the Clerk of County Council.

This Resolution shall become effective upon adoption.

ADOPTED at a meeting of Luzerne County Council held _____ 2021.

ROLL CALL VOTE: _____

YES:

NO:

ATTEST: _____

Sharon Lawrence, Clerk to Council

By: _____

Tim McGinley, Chair