

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2019-06

**A RESOLUTION APPROVING REVISED JOB DESCRIPTIONS FOR
EAST FALLOWFIELD TOWNSHIP EMPLOYEE POSITIONS**

WHEREAS, the East Fallowfield Township Employee Handbook provides for job descriptions for all Township employees; and

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties, functions, and experience of these positions; and


WHEREAS, the Township Manager has recommended that the job descriptions be revised for the Township Secretary, Administrative Office Assistant, Police Administrative Assistant, Treasurer, Chief of Police, Police Officer, Police Sergeant, Police Officer Criminal Investigator, Police Corporal, Road Foreman, Assistant Road Foreman, and Laborer Positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the job descriptions for the Township Secretary, Administrative Office Assistant, Police Administrative Assistant, Treasurer, Chief of Police, Police Officer, Police Sergeant, Police Officer Criminal Investigator, Police Corporal, Road Foreman, Assistant Road Foreman, and Laborer Positions attached hereto are hereby adopted and approved; and


BE IT FURTHER RESOLVED that these job descriptions may be amended from time to time by the Township Manager with the approval of the Board of Supervisors.

ADOPTED this 7th day of January 2019 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**



Steve Herzog, Chairman




Wilson T. Lambert, Jr., Vice Chairman

Carol Kulp, Member



Joe Heffern, Member



Katja DiRado, Member

ATTEST:



Lisa Valaitis, Township Secretary