

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2024-12

**A RESOLUTION APPROVING REVISED JOB DESCRIPTIONS FOR
EAST FALLOWFIELD TOWNSHIP POLICE SECRETARY**

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 Police Secretary Position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the job descriptions for Police Secretary position attached hereto are hereby adopted and approved; and

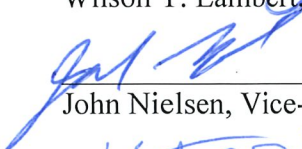
BE IT FURTHER RESOLVED that these job descriptions may be amended from time to time by the Township Manager with the approval of the Board of Supervisors.

ADOPTED this 14th day of May 2024 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**




Wilson T. Lambert, Jr., Chair



John Nielsen, Vice-Chair



Katja DiRado, Member



Al Wright, Member



Michael Domboski, Member

Attest:



Township Manager/Secretary