



**Resolution
Board of Supervisors
County of Columbia
New York**

RESOLUTION NO.: 253 - 2013

DATE: August 14, 2013

**BY SUPERVISOR _____
HEALTH/MEDICAL SERVICES
CHAIRMAN: LAWRENCE ANDREWS**

**AUTHORIZATION TO FILL A VACATED BUDGETED ADMINISTRATIVE ASSISTANT
POSITION**

UPON, recommendation of the Health/Medical Services Committee at a meeting held on the 16th day of July 2013; of the .1 Committee at a meeting held on the 25th day of July 2013; and of the Finance Committee at a meeting held on the 25th day of July 2013;

WHEREAS, the Department of Human Services has a need to fill a position for an administrative assistant effective July 26, 2013 due to a resignation; and

WHEREAS, the Department of Social Services has an approved budgeted GR 14 position to fill the duties of an Administrative Assistant;

NOW, THEREFORE BE IT

RESOLVED, that the Department of Human Services is authorized to hire a FT Administrative Assistant, GR 14, Step 1 salary of \$38,290.26 to replace the current vacant position due to a resignation; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Department of Human Services, the Human Resources Department, the Civil Service Commission, the Payroll Department, the Columbia County Attorney and the Columbia County Treasurer.

Approved:

County Attorney

**Resolution
Committee**

