



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

RESOLUTION NO.: 255 - 2013

DATE: August 14, 2013

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

**AUTHORIZATION TO AMEND RESOLUTION NO. 191-2013 FOR AN INCREASE OF
HOURS FOR THE PER DIEM CLERK TYPIST**

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/Mental Health Clinic has a recent administrative assistant resignation, and

WHEREAS, the Department of Human Services/ Mental Health Clinic has an approved resolution 191-2013 which allows for a per diem clerk typist to work up to 7 hours per week at no more than \$5,000 annually, and

WHEREAS, the Department of Human Services/ Mental Health Clinic has a resultant need to fill this position before a new administrative assistant can be hired and fully trained, and

WHEREAS, the Department of Human Services/ Mental Health Clinic will use Federal Salary Share dollars to pay for this temporary, per diem position and that at present the Federal Salary Share has a balance available of \$5,000.00,

NOW BE IT THEREFORE

RESOLVED, that the Department of Human Services/ Mental Health Clinic is hereby authorized to amend resolution 191-2013 to hire a temporary, per diem Clerk Typist, Grade 10 to up to 500 hours annually for a cost not to exceed \$7,500. Resolution 191-2013 previously requested and was approved for a per diem clerk typist for 7 hours per week at a cost not to exceed \$5,000 paid for by available Federal Salary Share dollar; 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**

