

**RESOLUTION 21 – 16, 2021
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO**

**CREATING FULL-TIME, AT-WILL POSITION OF CUSTOMER SERVICE
COORDINATOR/EVENT CENTER COORDINATOR AND ADOPTING JOB
DESCRIPTION FOR SUCH POSITION**

WHEREAS, the Board of Trustees has deemed it to be in the best interests of Columbia Township and its residents and businesses to provide for a new, at will, full-time position of Customer Service Coordinator/Event Center Coordinator to ensure continuity and uninterrupted level of service to Columbia Township (“Township”) residents, as well as to assist the Township Administrator when needed;

WHEREAS, the Board of Trustees has reviewed and desires to adopt the job description for this newly-created, at-will position, to be compensated at a rate to be determined by the Township Administrator, and subject to all other policies and procedures applicable to other full-time Township employees; and

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Columbia Township, Hamilton County, Ohio, for the benefit and welfare of Columbia Township and its citizens:

SECTION I. That the new full-time, at-will position of Township Customer Service Coordinator/Event Center Coordinator is hereby created, such position will report to the Township Administrator and be subject to all other policies and procedures applicable to other full-time Township employees.

SECTION II. That the the job description for such at-will position is hereby adopted and attached as Exhibit A.

Motion to accept Resolution made by: _____

Seconded by: _____

Executed this ____ day of _____, 2021.

VOTE:

TRUSTEE	Voting	Signature	Date
David Kubicki, President	_____	_____	05/11/21
Brian Lamar, Vice-President	_____	_____	05/11/21

Passed May 11th, 2021

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Susan Hughes, Trustee _____ 05/11/21

ATTEST: _____ 05/11/21
Caroline Heekin, Fiscal Officer