

**Resolution #53-18**

**RESOLUTION ADOPTING AN OFFICIAL ORGANIZATOINAL CHART AND JOB DESCRIPTIONS FOR ALL NON-ELECTED POSITIONS OF THE TOWN**

**WHEREAS**, Town of Greenville Municipal Code Sec. 37-8 A (3) identifies the Town Administrator as responsible for preparing a plan of administration, including an organization chart which defines authority and responsibility for all nonelected positions of the Town, for submittal to the Town Board for adoption as the official organization and administrative plan for the Town;

**WHEREAS**, the Town Board has recognized the need to have job descriptions for Town employees, and

**WHEREAS**, the Town Administrator may update or make amendments as necessary in order to implement, change, clarify, or revise job descriptions in accordance to Municipal Code Sec. 37-8 C (4), and

**WHEREAS**, the job descriptions will be made available to all employees;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Greenville hereby adopts and approves as follows:

1. A chart of organization as shown on Exhibit A.
2. Job descriptions for all non-elected positions of the Town as shown on Exhibit B.

This resolution was adopted by the Town of Greenville Town Board on the 24<sup>th</sup> day of September, 2018:

TOWN BOARD OF THE  
TOWN OF GREENVILLE, WISCONSIN

By:   
Jack Anderson, Town Chair

ATTEST:

  
Wendy Helgeson, Clerk



Motion to Approve Resolution No. #53-18 made by: *Strobel/Culbertson*

Votes:

Title	Name	Aye	Nay	Other
Supervisor	Culbertson	✓		
Supervisor	Peters	✓		
Supervisor	Strobel	✓		
Supervisor	Woods	✓		
Chairperson	Anderson	✓		

Posted: *September 25, 2018*