

**RESOLUTION NO. 2021- 39**

**A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ADOPTING A JOB DESCRIPTION FOR THE POSITION OF OFFICE ASSISTANT**

**WHEREAS**, at a Special Meeting of the City Council held April 28, 2020, the City Council received a report on the fiscal impacts of the shelter in place order from the Governor caused by the State of Emergency COVID-19 pandemic; and

**WHEREAS**, that initial report anticipated that the City would lose 90% of its sales tax if Third Street businesses remained closed, and took immediate action to reduce costs; and

**WHEREAS**, among other cost reductions, the Council laid-off one full-time position and two part time positions, and froze recruitment for a second full-time position, and reducing its City staff by 25%; and

**WHEREAS**, the City Council adopted Resolution 2021-15 on March 23, and its 2021-22 Strategic Plan that among several strategies, establishes the goal for this fiscal year to rebuild City services; and

**WHEREAS**, during May and June, the draft budget was considered showing a much-improved sales tax revenue, with a higher than anticipated property tax revenues, and higher than expected General Fund balance projected by the end of the fiscal year; and

**WHEREAS**, on June 15, 2021, the City adopted Resolution 2021-34, and its new Budget for Fiscal Year 21-22, that restored the staffing levels from the prior year, adding back the frozen position of Office Assistant; and

**WHEREAS**, when last filed, this position was part-time that became full-time when the incumbent demonstrated skills in technology, the ability to manage the web-site, and the ability to handle the duties of both accounts payable and technology in their full-time roll; and

**WHEREAS**, attached is a new job description "Office Assistant" that updates the original part-time job description by adding the Public Information Clerk duties to help the City keep its website current, post public information and monitor social media, and if possible, help with technical issues in the business environment; and

**WHEREAS**, the City Council agrees that these duties are needed to rebuild the City services consistent with both the intent of the Strategic Plan and City Budget.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA NOW HEREBY FINDS:**

1. That the recitals in this Resolution and accompanying staff report are true and correct and are hereby made a part of this Resolution.
2. It agrees that adding the Office Assistant position to the City's staff is rebuilding City services consistent with its Strategic Plan and Budget.

3. Adopts the Job Description attached to this Resolution and authorize the City to initiate its recruitment immediately.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista at a regular meeting held on the 13<sup>th</sup> day of July 2021, by the following vote:

**AYES:** Jordan, Flores, Freels, Freeman  
**NOES:** None  
**ABSENT:** Edge  
**ABSTAIN:** None



Leslie Q. Jordan, Mayor

**ATTEST:**



Trish Paetz, Deputy City Clerk

Attachment: Job Description for "Office Assistant"