



RESOLUTION

2019-011

A Resolution to Authorize Personnel Actions – Town Clerk

WHEREAS, action is needed to a fill the vacancy created by the retirement or separation of personnel; and

WHEREAS, the following position was advertised to solicit the best candidates for service to the Town of Townsend; and

WHEREAS, Ms. Jessica D. Wright meets the basic requirements for the position and will be required to complete the required curriculum by the University of Delaware, Institute for Public Administration for Town Clerk within one year; and

WHEREAS, the following individual has been recommended by the Council Personnel Chair and the Town Manager after due consideration of applicants.

NOW AND THREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF TOWNSEND, DE on October 23, 2019, that Ms. Jessica D. Wright, be hired as Town Clerk in accordance with Article 7, Section 7.4 et al. of the Town of Townsend Charter. Compensation to be at a Full-Time salaried rate of \$40,000.00 plus benefits as outlined in the Employee Handbook. Ms. Wright will report to the Town Manager for operational and administrative purposes and shall also be accountable to Town Council in accordance with the Town Charter. Ms. Wright is expected to begin employment on or about November 12, 2019.

Passed and approved this 23rd Day of October 2019.

SYNOPSIS: Personnel Action-Town Clerk

By: Thomas McDonald
Thomas McDonald
Mayor

Attest: Anthony S. Mangeri
Anthony S. Mangeri
Town Manager

Table with 4 columns: Vote of Council, Yea, Na, Abs. Rows include Mayor McDonald, CW E. Dugan, CM P. Miller, CM A. Franco, and CM S. Lobdell, all with checkmarks in the Yea column.