

R-142-15

**Resolution Establishing Job Description for the Position of Assistant Administrator  
for the Borough of Wharton**

WHEREAS, the Mayor and Council of the Borough of Wharton has created a Policy and Procedures Manual; and

WHEREAS, the Borough Administrator and Personnel Administrator have reviewed and updated the attached Job Description – Assistant Administrator to be utilized by the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Wharton that the document known as Job Description – Assistant Administrator is hereby established and will be known as Section 1:3.03 of the Policy and Procedures Manual of the Borough of Wharton.

Adopted: October 19, 2015

BOROUGH OF WHARTON

ATTEST:

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WILLIAM J. CHEGWIDDEN,  
MAYOR

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Gabrielle Evangelista,  
Municipal Clerk