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6 CREATION OF A CLASSIFIED LIMITED SERVICE
7 FULL TIME POSITION – AIRPORT-
8 GRANTS ADMINISTRATIVE ASSISTANT
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14 In the year Two Thousand Ten.....

15 Resolved by the City Council of the City of Burlington, as follows:

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17 That WHEREAS, the Director of Aviation has requested the creation of a Limited Service,
18 Grants Administrative Assistant; and

19 WHEREAS, the position shall be classified at a pay grade 15 within the Willis
20 Classification System; and

21 WHEREAS, this position will assist the Development and Planning Division with land
22 acquisition and construction related issues as well as coordination, monitoring of expenditures,
23 and processing documentation related to the Airport Improvement Program (AIP); and

24 WHEREAS, the Human Resources Director and the Board of Finance have approved this
25 request;

26 NOW, THEREFORE, BE IT RESOLVED that the creation of a classified, limited
27 service full- time position for the Airport is approved and shall be placed at a grade 15 within the
28 Willis Classification System, effective as of City Council approval.