

CREATION OF A CLASSIFIED LIMITED SERVICE FULL TIME
POSITION – AIRPORT- AIRPORT OFFICE ASSISTANT

In the year Two Thousand Ten.....

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

That WHEREAS, the Director of Aviation has requested the creation of a Limited Service,
Airport Office Assistant position; and

WHEREAS, the position shall be classified at a pay grade 12 within the Willis
Classification System; and

WHEREAS, the Airport has primary responsibility for Taxi Licensing and this position is
imperative to assist the Airport with the Taxi Licensing Program; and

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

NOW, THEREFORE, BE IT RESOLVED that the creation of a classified, limited
service full-time position for the Airport is approved and shall be placed at a grade 12 within the
Willis Classification System, effective as of City Council approval.