

**RESOLUTION**

**CREATION OF FULL-TIME PERMANENT SENIOR OFFICE ASSISTANT POSITION -**

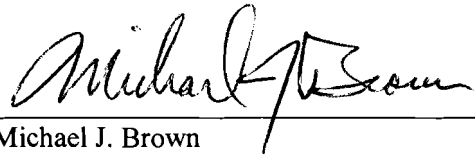
**GENERAL SERVICES**

WHEREAS, General Services is requesting the elimination of two part-time permanent Custodian positions at 1,560 hours each and the establishment of a full-time permanent Senior Office Assistant to help address the growing workload of the General Services Department and to free up the time of other staff to perform non-administrative duties; and

WHEREAS, General Services has been outsourcing custodial services as positions have become vacant and by eliminating two part-time permanent custodial positions can establish a full-time permanent Senior Office Assistant position without adding to the total number of full-time equivalent (FTE) positions in the Department; and

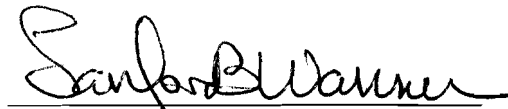
WHEREAS, General Services currently has one part-time permanent (20 hours/week) Senior Office Assistant whose is providing administrative support to all General Services, including General Services Administration, Facilities and Grounds Maintenance, Custodial, Fleet and Equipment, Capital Projects, and Contract Administration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby eliminates two part-time permanent Custodian position at 1,560 hours each and creates the full-time permanent position of Senior Office Assistant in General Services effective September 16, 2005.



Michael J. Brown  
Chairman, Board of Supervisors

ATTEST:



Sanford B. Wanner  
Clerk to the Board

| <u>SUPERVISOR</u> | <u>VOTE</u> |
|-------------------|-------------|
| HARRISON          | AYE         |
| GOODSON           | AYE         |
| MCGLENNON         | AYE         |
| BRADSHAW          | AYE         |
| BROWN             | AYE         |

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of September, 2005.