

RESOLUTION NO. 2021-27

**A RESOLUTION OF THE OKANOGAN COUNTY
TRANSIT AUTHORITY BOARD OF DIRECTORS
APPROVING THE JOB DESCRIPTIONS FOR THE
CLERK OF THE BOARD/FACILITIES COORDINATOR
AND ADMINISTRATIVE SUPPORT/CUSTOMER
SERVICE.**

WHEREAS, the Okanogan County Transit Authority ("OCTA") Board of Directors have requested that job descriptions be prepared for the positions of Clerk of the Board/Facilities Coordinator and Administrative Support/Customer Service; and

WHEREAS, such job descriptions have been prepared and have been reviewed by the OCTA Board of Directors; and

WHEREAS, the OCTA Board of Directors have determined that it is advisable to approve the foregoing job descriptions as referenced below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of OCTA as follows:

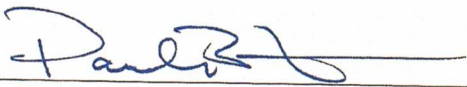
Section 1 - Approval. The OCTA Board of Directors does hereby approve the job descriptions for the Clerk of the Board/Facilities Coordinator and Administrative Support/Customer Service dated September 29, 2021, attached and incorporated herein as though fully set forth.

Section 2 - Authorization. Such attached job descriptions shall be provided to the employees holding the positions of Clerk of the Board/Facilities Coordinator and Administrative Support/Customer Service and such employees shall sign and date the job descriptions to signify compliance with the conditions of employment, minimum qualifications and an understanding of the job requirements.

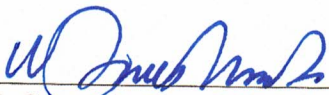
PASSED BY THE BOARD OF DIRECTORS OF OCTA at its regular meeting on the 17th day of November, 2021.

APPROVED:

By: 
Cindy Gagne, Chairperson

By: 
Paula Brantner-Thomas Clerk of the Board

APPROVED AS TO FORM:

By: 
W. Scott DeTro, OCTA Attorney