

RESOLUTION

AUTHORIZATION FOR THE RECLASSIFICATION OF THE EXISTING PART-TIME

ADMINISTRATIVE ASSISTANT (VOLUNTEERS AND SOCIAL MEDIA) POSITION TO A

FULL-TIME MARKETING AND COMMUNICATION SPECIALIST


WHEREAS, James City County has a Parks and Recreation Department that operates and maintains its own social media content on multiple platforms; and

WHEREAS, Parks and Recreation currently utilizes a part-time position, Administrative Assistant (Volunteer and Social Media), to handle these duties; and

WHEREAS, in order to more appropriately manage the day-to-day operations of these communications, as well as continue to assist with volunteer services, a reclassification to a full-time position is necessary; and


WHEREAS, the costs for this reclassification will be covered by Parks and Recreation Fiscal Year 2022 adopted budget from existing part-time hours, turnover, and attrition in personnel.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the reclassification of a part-time position into a full-time position, titled Marketing and Communication Specialist.



Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:


Teresa J. Fellows
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
SADLER	✓	—	—	—
ICENHOUR	✓	—	—	—
LARSON	✓	—	—	—
MCGLENNON	✓	—	—	—
HIPPLE	✓	—	—	—

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of June, 2021.