

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

RESOLUTION #23-148

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR EXECUTIVE SECRETARY IN THE HEALTH DEPARTMENT**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Executive Secretary in Health Department; and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for: Executive Secretary in the Health Department;

WHEREAS, the Administrator is authorized to update this job description as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this 3rd day of April 2023, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that this job description be and is hereby approved.

Date Adopted: April 3, 2023

CERTIFICATION

I, Katherine Fenton-Newman, Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 3rd day of April, 2023, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.



Katherine Fenton-Newman, RMC, CMR
Municipal Clerk