

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 241

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, to adopt the Job Description for the Position of Administrative Assistant.

WHEREAS, the Port of Coupeville is a special purpose district established under the laws of the State of Washington, and

WHEREAS, the Port of Coupeville has the authority to adopt the Job Description for the Full-Time position of Administrative Assistant; and

WHEREAS, the Port of Coupeville has determined it is necessary to establish and maintain a set of policies, practices, skills and procedures to ensure the effective and efficient support of the Port of Coupeville's administrative needs; and

WHEREAS, the Administrative Assistant was given the opportunity to provide feedback on the Job Description, and the Administrative Assistant indicated they had no specific concerns; and

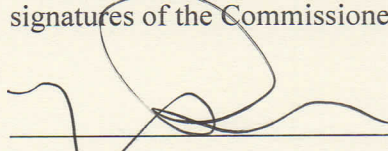
WHEREAS, the Port of Coupeville has determined it is desirable and in the public interest to adopt the Job Description to address employment and personnel matters that apply to the Administrative Assistant position; and

WHEREAS, it is expected that revisions to the employee Job Descriptions will be made periodically and employees will receive revisions upon Board of Commissioner approval; and,

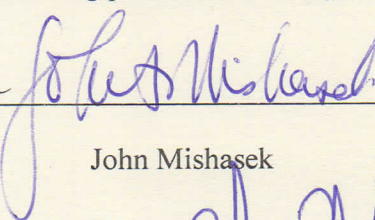
WHEREAS, the Job Description for the position of Part-Time Administrative Assistant as attached hereto be and the same is hereby adopted.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington that the Board of Commissioners adopt the employee Job Descriptions, dated August 9, 2017, copies of which are attached hereto and incorporated by reference herein.


ADOPTED by the Board of Commissioners of the Port of Coupeville at the public meeting held this 9th day of August, 2017 and duly authenticated in open session by the signatures of the Commissioners being present and voting.



William Bell

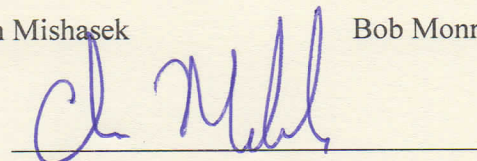


John Mishasek



Bob Monroig

Attest: This 9th day of August, 2017



Chris Michalopoulos, Executive Director

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