RESOLUTION NO. 24-350

A RESOLUTION AUTHORIZING THE ELIMINATION OF ONE (1) ADMINISTRATIVE SECRETARY POSITION AND THE CREATION OF ONE (1) FIRE DEPARTMENT ADMINISTRATIVE SPECIALIST POSITION WITHIN THE COUNCIL BLUFFS FIRE DEPARTMENT.

WHEREAS, the Fire Department shall establish the position of Fire Department Administrative Specialist; and

WHEREAS, appoint Allison Nichols to the position of Fire Department Administrative Specialist effective upon December 21st, 2024 with compensation established at a Non-Union Grade 18, Step 2; and

WHEREAS, abolish the position of Administrative Secretary within the Fire Department to not increase the authorized strength of the Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COUNCIL BLUFFS, IOWA

That effective December 21st, 2024 Allison Nichols is hereby appointed to the position of Fire Department Administrative Specialist at Non-Union pay grade 18, step 2.

ADOPTED AND APPROVED December 16, 2024

Matthew J. Walsh Mayor

ATTEST:

Jodi Quakenbush City Clerk