

**OKANOGAN COUNTY COMMISSIONERS**

**RESOLUTION 38- 2022**

*A resolution allowing a temporary additional Administrative Secretary/Permit Technician within the Building Department*

**WHEREAS**, the current Administrative Secretary intends to retire by July 5, 2022 but will take leave beginning June 15, 2022; and

**WHEREAS**, the Building Official has requested the position be reclassified to include Permit Technician duties along with administrative support; and

**WHEREAS**, the duties performed by an Administrative Secretary and Permit Technician requires adequate training for a new employee to be successful; and

**WHEREAS**, the Board of County Commissioners reviewed the needs of the Building Department in regards to training a new Administrative Secretary/Permit Technician along with the request from the Building Official to allow for the hiring of an additional person for effective training to occur prior to the departure of the current Administrative Secretary.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Okanogan County Commissioners that a new position, Administrative Secretary/Permit Technician, be created in the Building Department to allow for training and shall be paid from the same BARS Code (423.000.000.524.20.11.09) temporarily.

**BE IT FURTHER RESOLVED**, once the current Administrative Secretary has officially retired, the vacant position shall be defunded with only one position remaining.

**ATED** at Okanogan, Washington this 22 day of March, 2022.

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

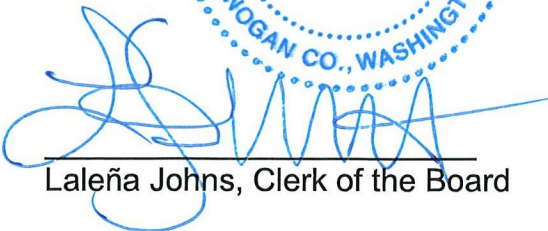
  
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Andy Hoyer, Chairman

  
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Chris Branch, Member

  
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Jim DeTro, Member

**ATTEST:**



  
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Laleña Johns, Clerk of the Board