

**Waterloo Township Board
Resolution No. R-05-6**

Resolution on Township Hiring Processes

WHEREAS: The Board of Waterloo Township wishes to fill Township employment opportunities with the best qualified applicants available, and

WHEREAS: The Board wishes its hiring and contracting processes to be fair and open, while providing sufficient flexibility to enable the Board to act quickly to maintain Township services in special situations,

THEREFORE: Be it resolved that:

- For future Township employment openings, the prospective supervisor shall prepare a Job Description which includes at least the following elements: position name, description of duties, estimated hours, compensation rate, preferred education and/or experience, minimum credentials, and application procedures (e.g., what to submit and to whom, reference requirements, and/or application deadline). A copy of the Job Description shall be provided to the Township Clerk for filing and future reference.
- Prior to filling the position, the Job Description shall be posted for a period of at least ten days in the customary Township posting locations. The employment opening shall also be advertised in the classified ad section of at least two issues of a local weekly newspaper or for 7 days in a daily newspaper. The advertisement shall, at a minimum, provide the name of the open position and state that additional information is available at the Township Offices.
- Due consideration shall be given to all applicants, and no applicant shall be selected for the position until at least one week after the last publication date of the newspaper advertisement for the position.
- Excluded from these requirements are openings for the positions of elected officials, as well as the positions of Deputy officials required by statute (i.e., Deputy Clerk and Deputy Treasurer). At the discretion of the Township Supervisor, these requirements may also be waived in the case of emergency and/or temporary personnel needs.

As voted on this 21st day of June, 2005:

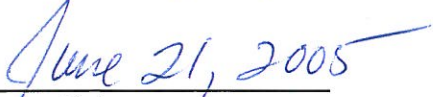
Motion by Judy Gray, support by David Sweet

Those voting yes: David Sweet, Judy Gray, Everell Huttenlocher, Pamela Sweet
Those voting no: Robert Hannewald

Certified by:



Township Clerk



Date