

AGENDA # J.3
Scio Township Board of Trustees
Township Administrator Job Description and Authority and Designation as FOIA
Coordinator

FOR MEETING DATE OF: February 22, 2022

PREPARED ON: 2/19/22

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

SUGGESTED ACTION: Adopt resolution to update the Township Administrator's job description and authority and designate him as the Township's FOIA Coordinator

BACKGROUND: The Township Administrator started working for the Township on December 1, 2021. The updates to the Administrator's job description will clarify several aspects of his duties and authority and enable him to more effectively carry out his responsibilities on behalf of the Township.

The hiring of the Township Administrator affords the Township an option for assignment of FOIA Coordinator that did not exist in June 2021. The Board now has the flexibility to assign this function to the Township Administrator.

FISCAL IMPACT: none

RECOMMENDATION: Supervisor recommends adoption of the resolution.

MODEL MOTION: Adopt the attached resolution Updating The Township Administrator Job Description and Authority and Designating FOIA Coordinator

ATTACHMENTS:

[Township Administrator Job Description 022222.pdf](#)

[Res Twp Admin JOB DESCRIPTION 022222.pdf](#)

QUESTION: Shall this Resolution be ADOPTED?