

RESOLUTION #3359

ACCEPT AND ADOPT JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

WHEREAS, in the best interest of the Housing Authority of the Township of Woodbridge the Executive Director periodically evaluates and reviews the organization's needs in terms of how to best carry out the authority's mission, while reflecting HUD policy and tenant needs; and

WHEREAS, due to changes in staffing, the Executive Director recommends to the Board of Commissioners that we add a level two Administrative Assistant to the chart of organization; and

WHEREAS, the position of Administrative Assistant would support the Executive Director in her day-to-day tasks, enabling the ED to focus on core responsibilities and strategic goals;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Woodbridge, New Jersey, that the position of Administrative Assistant is approved.

Motion to adopt Resolution #3359 moved by Commissioner Perez and seconded by Commissioner Agarwal and upon roll call, the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra
AYES: Agarwal Michelson Perez Pires Ficarra
NAYS: None
Abstain: None
Absent: Kenny Walker

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular meeting of November 13, 2024.

Elizabeth Noll, Secretary

Approved as to legal form by
Terrence Corrison, Esq.