



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2023.04.03.03**

IN RE: Appoint Administrative Assistant/Social Media and Marketing Coordinator – Brianna McCaleb

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar Creek Township Administration Department; and,

WHEREAS, a vacancy exists within the position of Administrative Assistant/Social Media and Marketing Coordinator; and,

WHEREAS, this vacancy was advertised and applications for the position were evaluated; and,

WHEREAS, personal interviews were conducted by the Township Administrator; and,

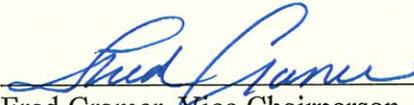
WHEREAS, after a review of the candidates, it was determined that Brianna McCaleb met or exceeded all requirements,

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees appoints Brianna McCaleb as full-time Administrative Assistant/Social Media and Marketing Coordinator at the entry level rate of \$18.95 per hour,

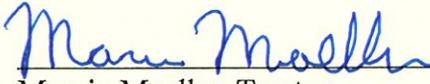
FURTHER BE IT FURTHER RESOLVED, that Ms. McCaleb's employment shall have an effective date of April 10, 2023, and is subject to a one (1) year probationary period ending April 10, 2024.



Carolyn L. Destefani, Chairperson



Fred Cramer, Vice Chairperson



Marvin Moeller, Trustee



Richard J. Demko, Fiscal Officer