

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2026-12

**A RESOLUTION APPROVING REVISED JOB DESCRIPTIONS FOR
EAST FALLOWFIELD TOWNSHIP SECRETARY AND OFFICE ASSISTANT**

WHEREAS, the East Fallowfield Township Employee Handbook provides for job descriptions for all Township employees; and

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties, functions, and experience of these positions; and

WHEREAS, the Township Manager has recommended revisions to the job descriptions for the Township Secretary and Office Assistant positions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the job descriptions for the Township Secretary and Office Assistant positions attached hereto are hereby adopted and approved; and

BE IT FURTHER RESOLVED that these job descriptions may be amended from time to time by the Township Manager, subject to the approval of the Board of Supervisors.

ADOPTED this 28th day of July 2026 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

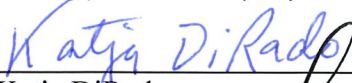
**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**



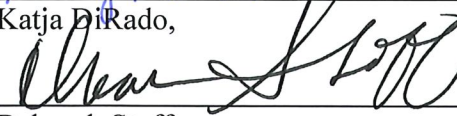
Al Wright,



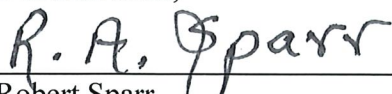
Wilson, T. Lambert, Jr.,



Katja DiRado,



Deborah Stoff,



Robert Sparr,

Attest:



Township Manager/Secretary