

## SPECIAL MEETING

City of Anthony Board of Trustees  
Municipal Complex 820 HWY 478  
Anthony, NM 88021

March 28, 2016  
3:00 P.M.

### AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

---

THOSE ITEMS ON THE AGENDA INDICATED BY AN ASTERISK (\*) ARE ON THE CONSENT AGENDA AND WILL BE VOTED ONE BY ONE MOTION UNLESS A COUNCILOR REQUESTS THAT A SPECIFIC ITEM BE REMOVED AND PLACED ON THE REGULAR AGENDA FOR DISCUSSION PURPOSES.

#### 4. PUBLIC COMMENT

#### 5. Discussion

- A. Discussion regarding the restructuring of the City Clerk department.
- B. Discussion regarding salaries in the City Clerk Department.

#### 6. Consideration and Action

- A. Consideration and Action to approve the job description for Purchasing Agent/ Accounts Receivable-Payable Payroll Clerk.  
Job description attached.
- B. Consideration and Action to approve the job description for Motor Vehicle Division Manager.  
Job description attached.
- C. Consideration and Action to approve proposed salary changes.

#### 8. ADJOURNMENT



POSTED: March 24, 2016  
City of Anthony Municipal Complex  
Anthony Post Office  
City of Anthony Library

Christy Sifuentes/City Clerk

**PLEASE NOTE:** *If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Office of the City Clerk at 575-882-2983 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Office of the City Clerk at 575-882-2983, if a summary or other type of accessible format is needed.*