



RESOLUTION 2021-036

A RESOLUTION AMENDING THE JOB DESCRIPTION OF FINANCE OFFICER

WHEREAS, the Finance job description was last amended on October 7th, 2020.

WHEREAS, the board wishes to amend the job descriptions for the Finance officer to properly reflect the duties of this position

WHEREAS, the proposed changes to the finance job description were discussed and reviewed by the City Attorney, City staff, and the Board of Trustees;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE CITY OF ANTHONY, NEW MEXICO HEREBY RESOLVES:

- 1) The essential duties of the finance officer include:
 - a. Meets with the Board of Trustees monthly at one of its regular meetings to discuss the budget.
 - b. Prepares a quarterly budget report for the review of the Board of Trustees.
- 2) The effective date of the changes shall be December 2nd, 2021.
- 3) The City Manager has the authority to interpret the Job Description to effectively and efficiently manage the daily operation of the City.

PASSED, APPROVED, AND ADOPTED THIS 2nd DAY OF DECEMBER 2021



Diana M. Trujillo
Diana M. Trujillo, Mayor

{SEAL}

ATTEST:

Esther Motongo

Esther Motongo- City Clerk

ROLL CALL VOTE:

Mayor Pro Tem, Fernie Herrera

YES NO

Fernie Herrera

Trustee Gloria Gameros

YES NO

Gloria Gameros

Trustee Elva Flores

YES NO

Elva Flores

Trustee Javier Silva

YES NO

Javier Silva