

RESOLUTION #CRA-R-2025-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS AUTHORIZING THE JOB DESCRIPTIONS FOR THE FOLLOWING PART-TIME POSITION OF EXECUTIVE ASSISTANT; PROGRAM COORDINATOR; OFFICE ASSISTANT AND FISCAL COORDINATOR PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS the TOECRA Board of Directors is the fiduciary to the CRA Trust Account and seeking to manage the CRA Trust in an efficient manner and ensure the operations of the agency is functioning in productive manner; and

WHEREAS the TOECRA Board of Directors does hereby authorize the creation of the job descriptions for the positions of Executive Assistant, Fiscal Coordinator, Office Assistant and Program Coordinator; and

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA,

SECTION ONE: BACKGROUND: The TOECRA has the responsibility to implement the CRA Plan for the Town of Eatonville and that responsibility includes adopted programs and community-based programming which impact goals and objectives of the plan. A clear division of duties aligns with staff having clear and concise expectations. The purpose of job descriptions is to define the responsibilities, expectations, and required skills for a specific role, facilitating effective hiring, performance management, employee development, and legal compliance, ultimately ensuring a better understanding between the employer and employee regarding their work duties and contributing to overall organizational efficiency

SECTION TWO: PURPOSE: Ensure the TOECRA administrative operations are seamless and efficient

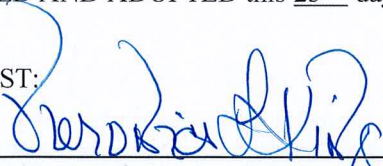
SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution

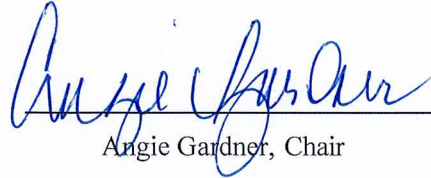
EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this 23RD day of JANUARY, 2025.

ATTEST:



Veronica L. King, Town Clerk



Angie Gardner, Chair