

Job Description Policy & Procedure

Policy 09-2022

Employees, future and present, need to know clearly what the Town of Birch Hills expects from them at work. A job description specifies the responsibilities related to a position.

Procedure(s)

- The Administrator ensures that the job descriptions for all positions are:
 - In writing
 - Kept up to date
 - Kept in administration
 - Available to all employees
- To do so, Council and the Administrator have completed a "Job Description" form for each position within the Town of Birch Hills.
- Each employee shall receive a copy of the job description for his or her position.
- Employees can expect changes to the list of their tasks and responsibilities, based on the needs of the Town of Birch Hills.

Adopted this 13th day of April, 2022



Mayor



Chief Administrative Officer

