

RESOLUTION 2024-08-21

RESOLUTION RATIFYING THE HIRING OF JESSICA KIRCHENBAUER TO THE POSITION OF HOUSING ASSISTANCE TECHNICIAN (TEMPORARY, PART-TIME), EFFECTIVE JULY 22, 2024

WHEREAS, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, determined that it was in need of hiring a Housing Assistance Technician on a temporary, part-time basis; and

WHEREAS, specifically, the Housing Authority employs a Housing Assistance Technician to operate its Section 8 Housing Choice Voucher program; and

WHEREAS, the Housing Assistance Technician was tasked with training the recently promoted Housing Coordinator; and

WHEREAS, due to a sudden change in circumstances, the current Housing Assistance Technician was no longer able to perform these duties; and

WHEREAS, therefore, the Housing Authority determined that it was in need of hiring another Housing Assistance Technician on a temporary, part-time basis; and

WHEREAS, the Housing Authority determined that Jessica Kirchenbauer was qualified to fill the position of Housing Assistance Technician (temporary, part-time); and

WHEREAS, therefore, the Housing Authority hired Jessica Kirchenbauer to the position of Housing Assistance Technician (temporary, part-time), effective July 22, 2024; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to ratify the hiring of Jessica Kirchenbauer to the position of Housing Assistance Technician (temporary, part-time);

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby ratifies the hiring of Jessica Kirchenbauer to the position of Housing Assistance Technician (temporary, part-time), effective July 22, 2024; and

BE IT FURTHER RESOLVED, that the Board hereby directs that Ms. Kirchenbauer shall be compensated at a rate of \$50.00 per hour; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Executive Director to take any and all administrative actions necessary to implement this resolution.

This Resolution shall take effect immediately.

PASSED and adopted this 6th day of August, 2024.

Motion by Treasurer Washington

Second by Commissioner Kline

Original Signed By:

Maria Tchinchinian, Secretary