

PORTLAND DEVELOPMENT COMMISSION
Portland, Oregon

RESOLUTION NO. 1295

RESOLUTION ESTABLISHING TWO POSITIONS OF COMMUNITY
INFORMATION SPECIALIST I FOR PROJECT PLANNING IN THE
DEPARTMENT OF DEVELOPMENT AND CIVIC PROMOTION

WHEREAS, the Commission finds it is necessary and desirable to establish two positions of Community Information Specialist I for project planning in the Department of Development and Civic Promotion, to define the duties and fix the compensation therefor; now, therefore, be it

RESOLVED, that two positions of Community Information Specialist I are hereby established for project planning, under the direct supervision of the Community Services Supervisor, and the duties of said positions shall include, but not be limited to, the following:

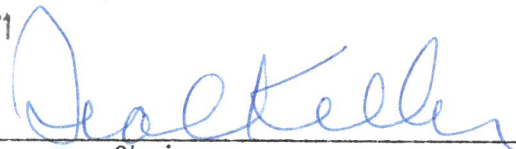
1. Assist the Community Services Supervisor in training Community Workers;
2. Assist the Community Services Supervisor in supervising all citizen participation activities and community services;
3. Provide technical assistance and advice to neighborhood citizen groups interested in improvement activities;
4. Encourage participation by property owners and tenants in property improvement through group activities or individual action;
5. Arrange for neighborhood meetings and conferences;
6. Arrange for the issuance of notices and the preparation of agenda and minutes of neighborhood meetings and conferences;
7. Encourage local schools and churches to relate curriculum to improvement activities and assist in setting up special educational programs for children where possible;
8. Prepare progress reports, information material and special publications, and maintain such records as are required to carry out responsibilities, or as directed by the Community Services Supervisor;
9. Cooperate with other members of the Neighborhood Development Office staff in carrying out other related duties as directed by the Community Services Supervisor;

10. Other duties as assigned; and, be it

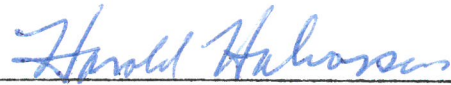
FURTHER RESOLVED, that the compensation for the position of Community Information Specialist I for project planning is hereby established at \$614 per month, effective January 1, 1971; and, be it

FURTHER RESOLVED, that this resolution shall become effective immediately upon its adoption.

Adopted by the Commission JAN 11 1971

A handwritten signature in blue ink, appearing to read "Deak Keller", written over a horizontal line.

Chairman

A handwritten signature in blue ink, appearing to read "Harold Halvorsen", written over a horizontal line.

Secretary

CERTIFICATE OF RECORDING OFFICER

The undersigned hereby certifies that:

1. He is the duly qualified and acting Secretary of the Portland Development Commission (hereinafter called the "Local Public Agency") and the custodian of the records of the Local Public Agency, including the minutes of the proceedings of the Commission (hereinafter called the "Governing Body"); and is duly authorized to execute this certificate.

2. Attached hereto is a true and correct copy of Resolution No. **1295** including the WHEREAS clauses, adopted at a meeting of the Governing Body held on JAN 11 1971

3. Said resolution has been duly recorded in the minutes of said meeting and is now in full force and effect.

4. Said meeting was duly convened and held in all respects in accordance with law and the bylaws of the Local Public Agency. To the extent required by law and said bylaws, due and proper notice of said meeting was given. A legal quorum of members of the Governing Body was present throughout said meeting, and a legally sufficient number of members of the Governing Body voted in the proper manner for the adoption of said resolution. All other requirements and proceedings under applicable law, said bylaws, or otherwise, incident to the proper adoption of said resolution, including any publication, if required by law, have been duly fulfilled, carried out, and other otherwise observed.

5. If a seal appears below, it constitutes the official seal of the Local Public Agency and was duly affixed by the undersigned at the time this certificate was executed. If no seal appears below, the Local Public Agency does not have and is not legally required to have an official seal.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand JAN 11 1971



Secretary