

PORTLAND DEVELOPMENT COMMISSION  
Portland, Oregon

RESOLUTION NO. 1221

RESOLUTION CREATING THE POSITION OF ASSISTANT REHABILITATION  
SECRETARY IN THE DEPARTMENT OF DEVELOPMENT AND CIVIC PROMO-  
TION AND ESTABLISHING COMPENSATION THEREFOR

WHEREAS, the Commission finds it is now necessary and desirable to establish the position of Assistant Rehabilitation Secretary in the Department of Development and Civic Promotion and to define duties and fix compensation for said position; now, therefore, be it

RESOLVED, that the position of Assistant Rehabilitation Secretary is hereby established in the Department of Development and Civic Promotion and the duties of said position shall include, but not be limited to, the following:

1. Prepare reports, forms and other records as directed by the Rehabilitation Secretary;
2. Maintain rehabilitation department files and records as directed by the Rehabilitation Secretary;
3. Assist the Rehabilitation Advisors in providing technical guidance to property owners on home improvements;
4. Be prepared to assume the duties of the Rehabilitation Secretary in her absence if requested to do so by the Rehabilitation Supervisor;
5. Perform such other secretarial duties as may be assigned by the Rehabilitation Supervisor or the Supervisor for Housing, Rehabilitation and Development; and, be it

FURTHER RESOLVED, that the compensation for said position is hereby established at \$450 per month effective August 16, 1970; and, be it

FURTHER RESOLVED, that this resolution shall become effective as of the date of its adoption.

Adopted by the Commission AUG 20 1970

  
Chairman

  
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. **1221** including the WHEREAS clauses, adopted at a meeting of the Governing Body held on **AUG 20 1970**

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 **AUG 20 1970**

  
Secretary