

**CITY OF JOHNSTOWN, PENNSYLVANIA
RESOLUTION NO. 10639**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOHNSTOWN, PENNSYLVANIA, TO ADD THE POSITION OF PROCUREMENT/RECORD RETENTION ANALYST TO THE FINANCE DEPARTMENT AND APPROVE SALARY COMPENSATION.

WHEREAS, the City of Johnstown is committed to promoting transparency, efficiency, and accountability in the management of municipal resources; and

WHEREAS, the Finance Department plays a critical role in overseeing the procurement processes and maintaining accurate and secure records that satisfy legal and regulatory requirements; and

WHEREAS, the increasing demands of procurement compliance, contract management, and document retention necessitate the addition of dedicated personnel to effectively manage and streamline these functions; and

WHEREAS, the position of Procurement/Record Retention Analyst would provide the Finance Department with focused expertise to enhance procurement practices, optimize resource allocation, and ensure proper record management in accordance with State and Federal laws; and

WHEREAS, an analysis of similar municipalities indicates that the establishment of this role contributes positively to operational efficiency and improved accountability in public spending and record preservation.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Johnstown:

1. The establishment of the position of Procurement/Record Retention Analyst in the Finance Department is hereby approved.
2. The annual salary for the position is set at \$45,000.00 up six month of satisfactory employment the employee transferring into this position will hold her current salary until six months on the job has been completed.
3. The City Manager is directed to take all necessary steps to implement this resolution, including but not limited to, the recruitment process for this essential role, the allocation of appropriate budgetary resources, and ensuring that all procedural requirements are met to onboard the new analyst effectively.

4. This resolution shall take effect immediately upon passage.

RESOLVED AND ADOPTED this 11th day of September by the City Council of Johnstown.

ADOPTED:

By the following Vote:

Yeas: Mayor Janakovic, Ms. Huchel, Mr. Britt, Mr. Arnone, Rev. King, Mrs. Mock

Nays:

Absent: Mr. Capriotti



Frank J. Janakovic, Mayor
Michael Capriotti, Deputy Mayor

ATTEST:

I do hereby certify that the foregoing is a true and correct copy of Resolution No. **10639** as the same by the City Council of the City of Johnstown, Pennsylvania.



Arturo Martynuska, City Manager