

RESOLUTION

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RESOLUTION NO. 2025-14

**A RESOLUTION APPROVING THE SEARCH FOR A PART-TIME EXECUTIVE ASSISTANT  
TO PROVIDE ADMINISTRATIVE SUPPORT FOR THE BCFA ORGANIZATION**

**WHEREAS**, the Butler County Finance Authority (the "Authority") recognizes the need for effective administrative support for the Authority in order to allow other members of the staff to diversify their time and effort into other pertinent areas. BCFA recognizes that an Executive Assistant would strengthen its professional team to advance its mission of attracting investment, creating jobs, and fostering economic resilience throughout Butler County.

**WHEREAS**, a dedicated Executive Assistant will significantly enhance the BCFA organization's productivity and allow them to focus on strategic initiatives and core business objectives; and

**WHEREAS**, the Executive Assistant will fulfill the duties and responsibilities outlined in the Executive Assistant Job Description;

**NOW, THEREFORE, BE IT RESOLVED**, that the Butler County Finance Authority hereby authorizes and directs its staff to initiate a formal search process for the position of Executive Assistant to the BCFA Organization. This process shall include, but not be limited to, further refining the job description, advertising the position, screening candidates, and conducting interviews.

**BE IT FURTHER RESOLVED**, that BCFA Staff will provide regular updates to the Board on the progress of the search and will present a final candidate for the Board's review and approval. This resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED BY** the Board of Directors of the Butler County Finance Authority, this 17 day of August, 2025

Motion to pass Resolution Director Fox Seconded by Director Egloff

Brad Swan Chair, Butler County Finance Authority

Attest: Joshua A. M... Secretary