



**JACKSON COUNTY**  
**Human Resources Department**  
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## Memo

**TO:** Jackson County Board of Commissioners

**FROM:** Don Adams, County Manager  
Kathleen Breedlove, Human Resources Director

**DATE:** November 25, 2019

**SUBJECT:** Fire District Services Coordinator - Sylva

John Bryson will be retiring from his position as a Fire District Services Coordinator – Sylva on January 1, 2020. Advertisement of this position vacancy will occur in the near future.

The job description currently requires a minimum of five (5) years of progressively responsible experience in the Fire District Department. Mike Beck, Chief of the Sylva Fire Department, respectfully requests the Jackson County Board of Commissioners permit a job description change from a required minimum of five years to three years of progressively responsible experience in the Fire Department District.