Secretary of the City



JOANNA GAWRYCH

The duties of Town Secretary include in particular:

1. Ensuring efficient functioning of the team referred to in § 11 item 1 of the Organizational Regulations of Szczecinek Municipal Council.

2. Supervising Directors and Managers in terms of work organization and efficient performance of tasks.

3. Monitoring compliance with clerical and archival regulations.

4. Organizing efficient flow of information and documents in the Municipal Council and between the Municipal Council and municipal organizational units.

5. Administrating personal data on behalf of the Mayor, including monitoring the safety of personal data in the Municipal Council.

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