

RESOLUTION NO. 2007-05-140

A RESOLUTION CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE CITY OF TONTITOWN,

WHEREAS, the City of Tontitown is empowered by the Arkansas Code Annotated §§14-54-101, *et. seq.*, to employ persons, which would include hiring an administrative assistant / clerical support staff to service as Administrative support to the City officials, including the Mayor or his/her representative; and

WHEREAS, it is in the best interest of the City of Tontitown to authorize, direct, and train the Administrative Assistant of the City to assist with City governmental operations as needed; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF TONTITOWN ARKANSAS, THAT:

Section 1: A position of Administrative Assistant is created within the City of Tontitown, Arkansas.

Section 2: The Salary for the Administrative Assistant is set as defined in the annual budget as approved by the City Council and will be subject to the same periodic raises as all other city employees.

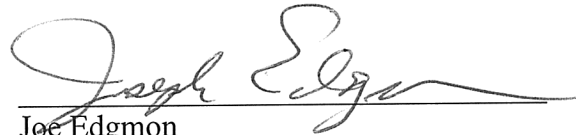
Section 3: The Administrative Assistant will be responsible for a variety of administrative and clerical duties necessary to run the Mayor's office and other City offices efficiently. He or she will assist the appropriate City official(s) plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail for the Mayor and City Officials. He or she will handle travel and schedule arrangements and, when requested, aid the appropriate City official(s) in procuring a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems for the City of Tontitown. He or she will create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents using desktop publishing software and digital graphics. He or she also may assist the appropriate City official(s) with managing areas such as stockrooms or corporate libraries, and retrieving data from various sources.

Section 4: The duties and Responsibilities of the Administrative Assistant may be modified by resolution or ordinance from time to time as deemed necessary by the City Council and the Mayor.

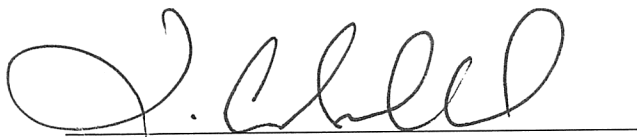
Section 5: The Administrative Assistant shall be supervised by the Mayor of the City of Tontitown who, together with the Recorder/Treasurer, shall direct, supervise and control the day-to-day activities and duties of the Administrative Assistant of the City of Tontitown, Arkansas.

PASSED AND APPROVED THIS 1st day of May, 2007.

APPROVED:


Joe Edgmon
Mayor

ATTEST:


Tracey Goddard
City Recorder / Treasurer

Sponsored by:

Sunny Hinshaw

ROLL CALL

SHALL THE RESOLUTION PASS:

	Yea	Nay
Alderman Sunny Hinshaw	<u>✓</u>	____ (Ward 1, Position 1)
Alderman Henry Piazza	<u>✓</u>	____ (Ward 1, Position 2)
Alderman Arthur Penzo	<u>✓</u>	____ (Ward 2, Position 1)
Alderman David Sbanotto	<u>✓</u>	____ (Ward 2, Position 2)
Alderman Becky Alston	<u>✓</u>	____ (Ward 3, Position 1)
Alderman Scott McNair	<u>✓</u>	____ (Ward 3, Position 2)
Mayor Joseph Edgmon	____	____
TOTALS:	<u>6</u>	<u>0</u>
