

ORDINANCE NO. 2008-07-315

AN ORDINANCE AMENDING CHAPTER 30.08 OF THE CODE OF ORDINANCES FOR THE CITY OF TONTITOWN PRESCRIBING THE DUTIES AND RESPONSIBILITIES OF THE CITY OF TONTITOWN ADMINISTRATIVE ASSISTANT; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES

WHEREAS, Chapter 30.08 of the Code of Ordinances of the City of Tontitown, Arkansas, contains the City's Administrative Assistant's duties and responsibilities; and

WHEREAS, it is in the best interest of the City of Tontitown, Arkansas, to amend Section 30.08 by repealing the current Section 30.08 and adopting a new provision in its place;

WHEREAS, the City of Tontitown has hired an Administrative Assistant for the City of Tontitown, and it is necessary to clearly delineate what duties he/she shall perform; and

WHEREAS, the Administrative Assistant has certain duties prescribed by certain legislative acts and the constitution and by the City of Tontitown ordinances and/or resolutions.

WHEREAS, the City Council has determined that it is in the best interest of the City of Tontitown, Arkansas, that various ordinances relating to the Administrative Assistant be combined into one ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF TONTITOWN, ARKANSAS, AS FOLLOWS:

(1) Section 30.08 of the Code of Ordinances for the City of Tontitown, Arkansas, is hereby repealed and replaced with the following:

Section 30.08 ADMINISTRATIVE ASSISTANT

- A) A position of Administrative Assistant exists within the city.
 - B) 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.
 - C) The Administrative Assistant will be responsible for a variety of administrative and clerical duties necessary to run city offices efficiently.
- (1) These duties include:
- (a) Assisting the appropriate city official(s) in planning and scheduling meetings and appointments; organizing and maintaining paper and electronic files; managing projects; conducting research; and disseminating information by using the telephone, mail services, web sites, and e-mail for the Mayor

and city officials;

(b) Handling travel and schedule arrangements and, when requested, aiding 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;

(c) Creating spreadsheets; composing correspondence; managing databases; and creating presentations, reports and documents using desktop publishing software and digital graphics;

(d) The Administrative Assistant also may assist the appropriate city official(s) with managing areas such as stockrooms or corporate libraries, and retrieving data from various sources.

(e) The duties and responsibilities of the Administrative Assistant may be modified by ordinance from time to time, as deemed necessary by the City Council and the Mayor.

(f) The Administrative Assistant shall be supervised by the the City Recorder/Treasurer, who shall direct, supervise and control the Administrative Assistant's day-to-day activities and duties.

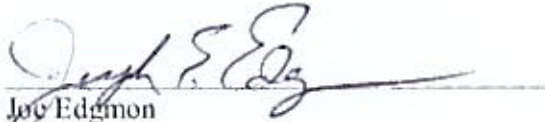
D) That the provisions of this Ordinance are hereby declared to be separable, and if any provision shall for any reason be held illegal or invalid, it shall not affect the validity of the remainder of this Ordinance.

E) Any part of Ordinances Nos. 2005-3-209 and 2008-1-303 codified in Section 30.04 of the Code of Ordinances for the City of Tontitown, as well as Resolution 2007-5-140 codified in section 30.08 of the Code of Ordinances for the City of Tontitown, that is in conflict with this Ordinance is hereby repealed, and any other Ordinance or part thereof, in conflict herewith, are hereby repealed to the extent of such conflict.

F) **EMERGENCY CLAUSE:** The City Council hereby declares an emergency to exist in that there is currently a conflict in the Ordinances and Resolutions regarding the supervision of the Administrative Assistant. The Administrative Assistant position is vital to the day to day operations of the City and it is necessary for his or her supervision be clear in order for the City to function properly to serve its citizens. Thus, the City Council finds that, in order to preserve public peace, health and safety, this Ordinance shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this 3rd day of July, 2008.

APPROVED:


Jay Edgmon
Mayor

ATTEST:


City Recorder/Treasurer

Sponsored by:

