

ORDINANCE NO. 2015-__ -__

**AN ORDINANCE AMENDING TITLE III, SECTION 30.54,
OF THE MUNICIPAL CODE FOR THE CITY OF
TONTITOWN, ARKANSAS; DECLARING AN
EMERGENCY; AND FOR OTHER PURPOSES.**

WHEREAS, the City Council of the city of Tontitown, Arkansas, has determined that it is in the best interests of the city to amend Title III, Section 30.54, of the Tontitown Municipal Code; and

WHEREAS, Section 30.54 of the Municipal Code creates the position of an Administrative Assistant and prescribes the duties and authority applicable thereto; and

WHEREAS, no person is currently employed as the city's Administrative Assistant; and

WHEREAS, the duties and responsibilities of the Administrative Assistant may be modified by ordinance; and

WHEREAS, the City Council has determined that it is necessary to amend the duties and responsibilities of the Administrative Assistant and to employ an individual to hold the position.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the city of Tontitown, Arkansas:

Section 1: That Title III, Section 30.54(C), of the Tontitown Municipal Code is hereby amended by the repeal of Subsection 30.54(C), and by the adoption of a new Subsection 30.54(C), as stated below:

"(C) The Administrative Assistant will be responsible for a variety of administrative and clerical duties necessary to run city offices efficiently.

These duties include:

(1) 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;

(2) 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;

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

(4) 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;

(5) 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;

(6) The Administrative Assistant shall be supervised by the Mayor, who shall direct, supervise and control the Administrative Assistant's day-to-day activities and duties.

Section 2: The City Council has determined that an emergency is found to exist and this Ordinance, being necessary for the efficient and timely management of the administrative offices of the city, shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 13th day of January, 2015.

PAUL COLVIN, JR., Mayor

ATTEST:

ALICIA COLLINS, City Recorder/Treasurer