

ORDINANCE NO. 0-76- 38

ORDINANCE CREATING POSITION OF THE ADMINISTRATIVE ASSISTANT TO THE CITY OF CONWAY, DESCRIBING THE DUTIES THEREFORE, DECLARING AN EMERGENCY AND FOR OTHER PURPOSES:

WHEREAS, it has become necessary, because of the increased work load in the amount of time required to carry on the City's affairs on the administrative level, to create the position of the Administrative Assistant to the City of Conway.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS: That the position of Administrative Assistant to the City of Conway, Arkansas, is hereby created, and that said position is to be filled by the Mayor with a majority confirmation of the City Council.

SECTION 2: Duties of the Administrative Assistant shall be as follows:

(a) Provide by request of the Mayor and/or City Council any information relating to City business and to carry out any research, correspondence, etc. necessary to provide this information.

(b) Initiate and complete any assignment deemed necessary by the Mayor and/or City Council in regard to City business.

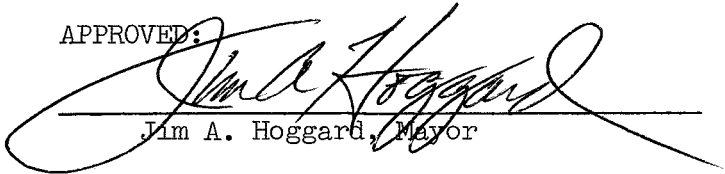
(c) To represent the City of Conway by request of the Mayor and/or City Council in any meeting, hearing, conference, etc., which necessitates such representation.

(d) To be directly responsible for maintenance of proper relations with the Federal, State and Local Agencies; direct and promote and coordinate government programs associated with the City of Conway; to guide and assist the person directly responsible to him for the execution of these programs. Also, he is to familiarize himself with new Federal Programs that become available and to advise the City Council and the Mayor on such matters as they arise.

SECTION 3: It being necessary for the protection of the public, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon and after its passage.

PASSED: THIS 26 day of October, 1976.

APPROVED:


Jim A. Hoggard, Mayor

ATTEST:


Doris Nunn, Clerk-Treasurer