

ORDINANCE 98- 9

AN ORDINANCE AMENDING ORDINANCE 83-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY PROVIDING A REVISED JOB DESCRIPTION FOR ADMINISTRATIVE SECRETARY; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Russellville has previously adopted Ordinance 83-8 "An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Waiver Thereof, Repealing Prior Conflicting Ordinances and Regulations, with Severability and Emergency Provision", and the City has now determined that it is necessary and proper to amend that ordinance to provide for an accurate job description for the position of Administrative Secretary;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE,

THAT:

Section 1: The revised job description for the position set forth above as attached hereto and marked as Exhibit "A" is adopted for that position.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON June 23rd, 1998.

SECOND READING CONDUCTED ON AND PASSAGE by roll call vote this 7th

day of July, 1998.

AYES:	NAYS:	ABSTAINING	ABSENT
<u>Willie Hampton</u>	<u>Walter L. Kisselbaugh</u>	<u>None</u>	<u>None</u>
<u>Ken Barrett</u>			
<u>Howard Utow</u>			
<u>Russell Jones</u>			
<u>Jean Hankins</u>			

Ken Smith
KEN SMITH, MAYOR

ATTEST: Peggy Jenkins
PEGGY JENKINS, CITY CLERK

Class Title: Administrative Secretary

Department: Administration

Supervisor: City Engineer

Supervises: None

Class Characteristics: Under general direction, serves as Secretary for executive, administrative, department directors, and professional personnel; assist other personnel as requested; performs related work as required.

General Duties and Responsibilities:

Essential: Performs general secretarial duties for executive, administrative and professional personnel, including taking and transcribing dictation, typing correspondence from rough draft, personally composing routine replies, accepting and placing phone calls, receiving and processing incoming mail, etc. Insures that all correspondence is grammatically correct. Establishes and maintains accurate filing system. Serves as receptionist for office, directing visitors or callers to appropriate office or person, answering telephone inquiries, giving general information in response to inquiries, etc. Prepares time sheets. Requisitions supplies; maintains office inventory system.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and experience: Graduation from high school or equivalent supplemented by one year directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of municipal operations. Knowledge of modern office terminology, practices, procedures and equipment. Knowledge of business English, spelling, arithmetic, punctuation, grammar, and filing. Knowledge of standard office equipment, including work processors. Knowledge of applicable federal, state, and local laws and ordinances.

Skills: Skill in the use of word processors and other standard office equipment.

Abilities: Ability to type accurately and efficiently. Ability to exercise good judgment. Courtesy and tact in receiving callers, giving and obtaining information, and making proper disposition of problems. Ability to prepare correspondence in finished product from rough draft. Ability to work for several persons simultaneously. Ability to carry out, without supervision, continuing assignments requiring the organization of information. Ability to establish and maintain effective working relationship with officers and employees, and the general public.