

ORDINANCE NO. OR 15-368

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2015 FOR THE CITY OF STOCKBRIDGE TO MODIFY THE JOB DESCRIPTION FOR THE EXECUTIVE ASSISTANT TO THE MAYOR AND COUNCIL; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2014 on December 11, 2014;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2015 budget with the job description for the Executive Assistant to the Mayor and Council marked accordingly and attached hereto;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY ORDAINS:

SECTION 1. Adoption by Reference. The document attached hereto as Exhibit "A" comprised of:

(a) A job description for the Executive Assistant to the Mayor and Council

is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2015 for the City of Stockbridge, Georgia.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Codification and Severability.

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this 13th day of July, 2015.


TIM THOMPSON, MAYOR

ATTEST:


(SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:


MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 7/15/2015

Date Received from Mayor: 7/15/2015



Executive Assistant to Mayor and Council

Under limited supervision, performs administrative support work for the Mayor and members of the City Council, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished as reporting directly to the Mayor and Council and having responsibility for performing the complete range of support functions for this group of elected officials which may include acting as their representative at meetings and other functions.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

1. Performs complete range of duties associated with providing administrative support to the Mayor and Council Members.
2. Serves as liaison with the public by obtaining and providing information; screens incoming calls and routes them to appropriate individuals for response.
3. Facilitates the resolution of citizens problems and concerns and ensures timely responses from the appropriate City department or agency; works with staff to solve problems at that level rather than taking them to the Mayor and Council.
4. Maintains a detailed calendar of events, meetings, and other activities requiring attendance by the Mayor and members of the Council; keeps Mayor and Council updated on their calendars and ensures all the background information and materials necessary for events are ready for them and provided as needed.
5. Provides administrative support to the Mayor and Council by following up on projects, transmitting information and staying informed of pertinent activities.
6. Types and proofreads complex and confidential reports, letters, memoranda and statistical charts; types from rough draft or verbal instruction.
7. Coordinates travel arrangements with the Clerk's Office for Mayor and Council and prepares claims for travel expenses.
8. Attends meetings representing the Mayor or Council to provide or obtain information (as requested); may address community groups as representative of mayor and council.
9. Determines budget needs for the Mayor and Council office and prepares budget; monitors expenditures and processes related paperwork.
10. Arranges for interviews and photo sessions with the Mayor and Council when requested by the media.
11. Submits to the Clerk's Office requests for proclamations and letters of commendation; types correspondence and other materials requested by the Mayor and Council Members; reviews finished materials for completeness, accuracy,

compliance with policies and procedures and proper grammar, correct spelling and punctuation; distributes materials as directed or per pre-established procedures.

12. Interacts with City Manager, City Clerk and staff to coordinate meetings involving the Mayor and Council.
13. Coordinates special events; plans and monitors the activities; coordinates activities with, and provides information to, outside contractors and service providers.
14. Reviews, researches and summarizes fiscal, statistical and administrative information; prepares related reports, and correspondence.
15. Prioritizes incoming mail, orders office supplies, provides for the maintenance of office equipment and follows up on office administrative matters.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the rules, regulations, policies, and operating procedures of the Mayor's Office; role of the Mayor and Council Members in City of Stockbridge Government; modern office procedures including the use of personal computers and related software, filing methods and records management, and business correspondence; Correct English usage including spelling, grammar, punctuation, and vocabulary.
- Good knowledge of the operations of City Government and the organizational structure and operation of the City of Stockbridge; budget development and management; math and basic statistics; research methodology; and public relations techniques and procedures.
- Ability to interpret and apply administrative and City policies, procedures, ordinances and regulations; carry out the direction and policies of the Mayor and Council in regard to office operations, community and customer service; function independently and use initiative within established boundaries; determine and maintain confidentiality of information; plan, organize, and prioritize assigned work; prepare clear, concise written materials using proper grammar, correct spelling and punctuation; communicate verbally with those contacted in the course of work and remain tactful and courteous when resolving problems; establish and maintain effective working relationships with those contacted in the course of work.
- Skill in the use of office equipment including personal computers.

MINIMUM QUALIFICATIONS:

Minimum Education, Training, and Work Experience

Graduation from high school or GED and five years responsible administrative experience involving extensive public contact.

Associate's Degree in business administration desirable as is previous experience providing administrative support to elected officials.

Preferred Qualifications

Bachelor's degree in Business Administration or a closely field supplemented by five (5) years of experience performing executive administrative support. Preferably have local government experience.

Special Requirements, Licenses, and Certificates

Must possess valid Georgia Driver's License at time of appointment and maintain a satisfactory driving record. Must be proficient in Microsoft Word, Excel and PowerPoint.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to read rules, regulations, policies, procedures, memos, proclamations, instructions, calendars, budgets, computer screens and computer printouts; hearing sufficient to hear conversational levels in person and over the telephone; speech sufficient to make oneself heard in person, over the telephone, in meetings and in front of groups; dexterity sufficient to operate office equipment; mobility sufficient to move in an office setting and to travel to different locations within the City, strength sufficient to lift and carry routine office supplies; endurance sufficient to maintain efficiency throughout entire shift and attend meetings outside of regular work hours.

Work Environment

Primary work environment is in the Mayor and Council Office; however, work does require travel to attend meetings and to coordinate Council initiatives. Work may include week-ends and evening functions.

ADDITIONAL INFORMATION:

FLSA Category: Exempt
Wage Assignment: Professional