

Town of Georgetown, IN

Ordinance # G-07-03

AN ORDINANCE AMENDING ORDINANCE G-05-23 CREATING THE POSITION OF SECRETARY TO THE TOWN MANAGER FOR THE TOWN OF GEORGETOWN

BE IT ORDAINED BY THE TOWN COUNCIL
OF THE TOWN OF GEORGETOWN, INDIANA:

WHEREAS, the Town Council has employed a professional and experienced Town Manager for the last three years. Over this time period the scope of the Manager's job has expanded markedly; and,

WHEREAS, the Town Manager has reported to the Town Council that he needs administrative assistance to perform his job for the Town in an acceptable manner; and,

WHEREAS, the Town Council has considered the Manager's request and has considered allowing the Manager to have a part-time secretary.

NOW THEREFORE, BE IT ORDAINED:

SECTION 1. Section 4 of Ordinance G-05-23 is hereby amended to allow for a new, part-time secretarial position to assist the Town Manager. This new secretarial position will be paid at new rate/wage of \$ 10.⁰⁰ per hour. This secretary will work no more than ten hours each week. The Town will not pay for any insurance, etc., for the secretary. ~~The Town will, however, grant the secretary 25% of the vacation time, sick time, & personal time, since the secretary is a 1/4th time employee.~~ The secretary will not be paid for any Holiday time. The secretary will be paid just like all of our utilities employees, from the sanitary sewer, drinking water, MVH, drainage/stormwater sewer, sanitation and/or broadband funds dependent upon the projects she works on during the course of their employment.

SECTION 2. JOB DESCRIPTION

A job description is attached and hereby adopted by reference.

SECTION 3. SEVERABILITY

Should any portion of this ordinance be found to be invalid or unconstitutional, the remaining parts of this ordinance shall be severable and shall continue in full force and effect.

NOW, THEREFORE, BE IT FURTHER ORDAINED that all Ordinances of the Town of Georgetown, Indiana which are in conflict with this Ordinance are hereby repealed to the extent of such conflict, and any Ordinance not in conflict with this Ordinance shall remain in full force and effect.

Adopted by the Town Council of the Town of Georgetown, Indiana, this ____ day of February, 2007.

TOWN OF GEORGETOWN Job Description

Job Title: Secretary to the Town Manager
Department: Public Utilities
Reports to: Town Manager
Adopted by: Town Council at their 2-1-07 meeting

Summary

Under the direction of the Town Manager, provide executive secretarial work in an effort to relieve the manager of operational and administrative details, screening phone calls and inquiries for the manager's attention. Capable of working independently, conferring with the manager on unusual administrative and legal problems.

Work Hours, Wages, Benefits

Initially the secretary will work for ten hours per week and be paid between \$10 and \$11 per hour. Work schedule will be flexible as to days of the week and hours worked, and coordinated with the Town Manager to meet the Town's needs. As the secretary will be working $\frac{1}{4}$ of the time a regular, full time employee works, the secretary will accumulate vacation, sick time, and personal time at 25% of the rate of the full time employees. The secretary will not be eligible for any insurance paid by the Town, nor any paid holidays.

Essential duties & responsibilities

Interprets, explains and implements administrative policy and decisions; may transmit instructions with the authority of the manager; performs public relations function with the public, department heads, officials, personnel and visitors; receives, screens and routes calls and mail; takes and transcribes minutes of selected meetings, when necessary; coordinates meetings, conferences and appointments; processes materials for meetings; maintains official records and files; and briefs manager on pertinent information and scheduling of priority matters.

Knowledge, Skills and Abilities

Thorough knowledge of business English, spelling, punctuation and arithmetic; modern office practices, procedures and equipment including personal computer expertise, especially in Microsoft Word and Excel software; general office management. Ability to compose effective and accurate correspondence; keep records, assemble and organize data, and prepare reports; meet and deal with the public and Town personnel in an effective and courteous manner; plan and coordinate work.

Qualifications

High school diploma or GED. At least four years of progressively responsible secretarial experience.

Physical Demands and Work Environment

The secretary will generally be working in an environmentally controlled office. The majority of the working time will require sitting and standing, some bending and light lifting for filing documents, etc.

Gary L Smith
Gary Smith, President

Jeff McCaffrey
Jeff McCaffrey, Vice President

Jay Davis
Jay Davis, Member

Dean Hammersmith
Dean Hammersmith, Member

Chris Carter, Member

ATTEST:

Douglas Cook, Georgetown Clerk/Treasurer

Attachment: Job Description