

ORDINANCE NO. 5729

AN ORDINANCE MAKING THE EXECUTIVE ASSISTANT/PROGRAM COORDINATOR WITHIN THE MAYOR'S OFFICE AN OFFICER OF THE CITY BY ADDING SECTION 2.12.070 TO THE RAPID CITY MUNICIPAL CODE.

WHEREAS, SDCL 9-14-1 authorizes the governing board of any municipality to appoint such officers as needed by ordinance; and

WHEREAS, the City of Rapid City has created the position of Executive Assistant/Program Coordinator within the Mayor's Office; and

WHEREAS, the essential duties and responsibilities of this position include performing staff, professional and administrative duties for both the Mayor and the City Council and acting as a liaison between the Mayor, City Council and the City's department heads; and

WHEREAS, the person who holds this position must be able to work effectively with both the Mayor and City Council; and

WHEREAS, the Common Council of Rapid City has determined it is in the best interests of the City to make the Executive Assistant/Program Coordinator an officer of the City by adding section 2.12.070 to the Rapid City Municipal Code.

NOW THEREFORE, BE IT ORDAINED, by the City of Rapid City that Section 2.12.070 of the Rapid City Municipal Code is hereby added to read as follows:

2.12.070 Executive Assistant/Program Coordinator – Appointment – Duties.

The Executive Assistant/Program Coordinator within the Mayor's Office shall be appointed by the Mayor with the advice and consent of the Common Council. The Executive Assistant/Program Coordinator shall serve as a liaison between the Mayor, Common Council and the City's department heads and shall perform staff, professional and administrative duties for the Mayor and Common Council as well as any other duties and responsibilities identified in the Position Description on file with the City's Human Resources Division.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer
(SEAL)

First Reading:
Second Reading:
Published:
Effective: