

Ordinance No. 5929

AN ORDINANCE TO CODIFY THE TERM OF OFFICE OF THE MAYOR'S EXECUTIVE ASSISTANT BY AMENDING SECTION 2.12.070 OF THE RAPID CITY MUNICIPAL CODE

WHEREAS, the City of Rapid City has adopted ordinances organizing city government into various departments; and

WHEREAS, Section 2.12.070 of the Rapid City Municipal Code provides for an Executive Assistant/Program Coordinator within the Mayor's Office to provide staff support to the Mayor and Common Council; and

WHEREAS, the Executive Assistant is appointed by the Mayor with the advice and consent of the Common Council; and

WHEREAS, prior to the 2013 legislative session, state law has been unclear about how often municipal officers needed to be appointed or reappointed; and

WHEREAS, the state legislature passed House Bill 1081, which provides that municipal officers shall be appointed annually or at an interval set by the Common Council; and

WHEREAS, the Common Council does not feel the reappointment of the Executive Assistant each year benefits the Mayor, Council or the City as a whole; and

WHEREAS, the Common Council finds that it is in the best interests of the City of Rapid City to appoint the Executive Assistant only when necessary because of a vacancy in office; and

WHEREAS, the Common Council desires to codify this policy in ordinance as provided herein.

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

2.12.070 Executive Assistant/Program Coordinator–Appointment–Duties.

A. Appointment. 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. After his or her initial appointment to office, the Executive Assistant/Program Coordinator shall not be required to be reappointed annually. The Executive Assistant/Program Coordinator shall continue in office until a successor is appointed, unless he or she resigns or is otherwise removed from office.

B. Duties. 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)