



~~§ 30.53 BUILDING OFFICIAL.~~

- ~~—(A) A position is created of Building Official for the city.~~
- ~~—(B) The salary or hourly wage for the Building Official will be set by the Mayor and approved by the City Council.~~
- ~~—(C) The Building Official shall perform the duties and carry out the responsibilities as defined by the Arkansas Fire Prevention Code or as set forth by the City Council as long as the requests by the Council do not conflict with the Arkansas Fire Prevention Code.~~

~~§ 30.54 ADMINISTRATIVE ASSISTANT.~~

- ~~—(A) A position of Administrative Assistant exists within the city.~~
- ~~—(B) The salary for the Administrative Assistant is set as defined in the annual budget as approved by the City Council, and will be subject to the same periodic raises as all other city employees.~~
- ~~—(C) The Administrative Assistant will be responsible for a variety of administrative and clerical duties necessary to run city offices efficiently. These duties include:
 - ~~—(1) Assisting the appropriate city official(s) in planning and scheduling meetings and appointments; organizing and maintaining paper and electronic files; managing projects; conducting research; and disseminating information by using the telephone, mail services, web sites, and e-mail for the Mayor and city officials;~~
 - ~~—(2) Handling travel and schedule arrangements and, when requested, aiding the appropriate city official(s) in procuring a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems for the city;~~
 - ~~—(3) Creating spreadsheets; composing correspondence; managing databases; and creating presentations, reports and documents using desktop publishing software and digital graphics;~~
 - ~~—(4) The Administrative Assistant also may assist the appropriate city official(s) with managing areas such as stockrooms or corporate libraries, and retrieving data from various sources;~~
 - ~~—(5) The duties and responsibilities of the Administrative Assistant may be modified by ordinance from time to time, as deemed necessary by the City Council and the Mayor;~~
 - ~~—(6) The Administrative Assistant shall be supervised by the Mayor, who shall direct, supervise and control the Administrative Assistant's day-to-day activities and duties.~~~~