

ORDINANCE NO. 1321

AN ORDINANCE AMENDING ORDINANCE 1172 ESTABLISHING THE POSITION OF ADMINISTRATIVE ASSISTANT FOR THE CITY OF SABETHA, KANSAS AND DESCRIBING THE DUTIES AND POWERS THEREOF.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SABETHA, KANSAS, as follows:

SECTION 1. ADMINISTRATIVE ASSISTANT. (a) There is hereby created and established the position of Administrative Assistant for the City of Sabetha. The Administrative Assistant shall be appointed by the Governing Body and the Mayor.

(b) The Administrative Assistant shall be appointed on the basis of his or her qualifications and his or her ability and shall reside within the City.

(c) The Administrative Assistant shall be appointed for an indefinite period and may be discharged by the Governing Body upon 30 days written notice.

SECTION 2. SUPERVISION AND CONTROL. The Administrative Assistant is subordinate to the City Administrator and shall be under the direct supervision and control of the City Administrator and shall direct all requests, reports, and other informational items to the City Administrator, or in the absence of the City Administrator, as hereinafter determined, to the Governing Body.

SECTION 3. POWERS, DUTIES AND RESPONSIBILITIES. (a) The Administrative Assistant shall, by virtue of his office, hold the position of City Building Inspector and shall assume and perform all duties and responsibilities required of such office.

(b) Shall perform any and all duties as may be assigned to him or her by the City Administrator or in the absence of the City Administrator, by the Governing Body.

(c) Supervise the physical operation of all departments within the City.

(d) In the absence of the City Administrator, to assume and perform all of the duties of the City Administrator as set forth in Section 1-306 of the 1986 Code of the City of Sabetha, as amended.

SECTION 4. ABSENCE OF CITY ADMINISTRATOR. As used in this Ordinance, the term "absence of City Administrator" shall include the physical absence, either temporary or extended; a vacancy in the position of City Administrator; and the inability of the City Administrator to perform his usual duties; but the City Administrator shall not be considered absent for any reason, including the foregoing reasons, unless and until such time as the Mayor, or in his absence the Commissioner of Finance, shall

determine that such an absence exists; which absence shall, upon such determination, continue until such time as the Mayor, or in his absence the Commissioner of Finance, shall determine otherwise.

SECTION 5. COMPENSATION. The Administrative Assistant shall receive such compensation as the Governing Body shall from time to time fix by resolution or ordinance and, shall furnish such surety bond as may be required by the Governing Body or by ordinance. The premium of such bond to be paid for by the City.

SECTION 6. EXISTING ORDINANCES. The provisions of existing ordinances, or any part thereof, that may be in conflict with the terms of this ordinance, are hereby modified, or repealed, as necessary to give effect to the terms hereof. This ordinance shall hereby repeal ordinance No. 1172.

SECTION 7. INVALIDITY. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, the invalidity shall not effect the other provisions or applications hereof which can be given effect without the invalid provisions or application, and to this end, the provisions of this ordinance are serviceable.

SECTION 8. EFFECTIVE DATE. The terms and provisions hereof shall take and be in full force and effect from and after its publication in The Sabetha Herald.

PASS AND APPROVED BY THE GOVERNING BODY OF THE CITY OF SABETHA, this 13th day of April, 1998.

Norman D. Schmitt, Jr.
Mayor

Linda Lehman, City Clerk