

ORDINANCE NO. 01-2623

AN ORDINANCE OF CITY OF HERITAGE CREEK ESTABLISHING THE POSITION, DUTIES AND PAY SCALE FOR THE PART-TIME POSITION OF MAYOR'S ASSISTANT.

WHEREAS, the City of Heritage Creek is not financially in a position to employ a full-time employee to assist the Mayor of the City of Heritage Creek in performing all of the duties required of a Mayor, and

WHEREAS, to assist the Mayor of the City of Heritage Creek in ensuring that the administrative functions and maintenance functions of the City are adequately performed, it is necessary to establish a position, duties and pay scale which may be used by the Mayor in employing a qualified candidate, now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HERITAGE CREEK, JEFFERSON COUNTY, KENTUCKY

SECTION ONE: There is hereby created a part-time position of employment in the City of Heritage Creek to be designated as Mayor's Assistant.

SECTION TWO: The compensation for this position shall be established by a Municipal Order.

SECTION THREE: The individual employed in this part-time position will be under the direct supervision and control of the Mayor.

SECTION FOUR: The individual employed for this part-time position must have attained the age of Twenty One (21), be a high school graduate and/or obtain a GED, have a valid motor vehicle operator's license, must have the ability to communicate effectively in writing, verbally and by computer.

SECTION FIVE: Should any section, clause, line, paragraph or part of this Ordinance be held unconstitutional or invalid for any reason, the same shall not affect the remainder of this Ordinance.

SECTION SIX: This Ordinance shall take effect upon publication.

SECTION SEVEN: Any Ordinance or part of Ordinance in conflict with this Ordinance or any part of this Ordinance is hereby repealed.

Given first reading at a regular meeting of the City Council of the City of Heritage Creek, Jefferson County, Kentucky, on the 13 day of February, 2023. Given second reading, voted upon, and passed at a special meeting of the City Council of the City of Heritage Creek, Jefferson County, Kentucky, on the 16 day of February, 2023.

Benny Warford ✓ Angie Soeder ✓ Tammy Lloyd A Joe Soeder ✓
Mary Jean Whitehouse ✓ Billy Mitchell A

Fred D. Williams
FRED WILLIAMS, Mayor

ATTEST:

Angela Reynolds
City Clerk