

ORDINANCE NO. 327

AN ORDINANCE DESCRIBING THE OFFICE OF THE EXECUTIVE ADMINISTRATIVE ASSISTANT OF THE TOWN OF GRANITE FALLS AND PROVIDING FOR COMPENSATION FOR THE OFFICE OF EXECUTIVE ADMINISTRATIVE ASSISTANT.

BE IT ORDAINED by the Town Council of the Town of Granite Falls, Washington, as follows:

Section 1. There is created the position of the Executive Administrative Assistant, who shall be and act as the Administrative Assistant to the Mayor and shall be under the authority and direction of the Mayor.

Section 2. The Mayor, in his sole discretion, may appoint an Executive Administrative Assistant to assist the Mayor in the performance of his/her duties. The Executive Administrative Assistant shall do all things required of him/her by the Mayor or the Town Council to assist in the administration of city government business.

Section 3. The Executive Administrative Assistant shall serve at the sole pleasure of the Mayor and said position may be filled or vacated by action of the Mayor.

Section 4. The Executive Administrative Assistant shall receive a salary in such amount as the Town Council may establish from time to time by ordinance.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Introduced by the Town Council and APPROVED by the Mayor this 27th day of January, 1982.

This Ordinance shall become effective on the 27th day of January, 1982.

THE TOWN OF GRANITE FALLS

BY *Levin*
MAYOR

ATTEST:

BY *Mildred M. Allen*
Town Clerk