

1 Introduced February 8, 1994, by
2 Councilwoman Williams, seconded by
3 Councilman Van Sandt
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6 **RESOLUTION R94-03**
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9 A resolution defining the job duties of the Council Office Secretary.
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11 BE IT RESOLVED by the Slidell City Council that Appendix B, Rules of
12 Procedures of The Slidell City Council, of the Code of Ordinances of the City of Slidell is
13 hereby amended by adding a new Section 2.9.1, the job description for the Council
14 Secretary, as follows:
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19 **"Secretary council office; duties.**
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21 The duties and responsibilities of the secretary are as directed by the
22 council administrator/clerk of the council and in the absence of the council
23 administrator/clerk of the council by the council president, as outlined in detail below:
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- 26 1. Maintains a journal of all the minutes of the proceedings of the council.
- 27 2. Retains and maintains an extensive filing system of all ordinances,
28 resolutions, papers and records of the council.
29 3. Records each resolution approved by the council to be recorded in the
30 journal of the minutes of the council meeting at which the resolution was
31 approved.
32 4. Sets publication dates for legislation and prepares publication and
33 publication notices.
34 5. Prepares routine letters, ordinances, resolutions and motions as prepared
35 by the council administrator/clerk.
36 6. Performs routine legislative research activities.
37 7. Maintains a use log of council chambers.
38 8. Accepts, prepares, distributes, maintains, and updates work requests by
39 council members.
40 9. At the direction of the council administrator/clerk, represents the council at
41 bid openings.
42 10. Performs the secretarial/receptionist duties for the council office and the
43 council administrator/clerk, including the following:
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- 5 a. Types, copies, and files incoming and outgoing correspondence for
- 6 council members and the council administrator/clerk.
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- 9 b. Handles incoming telephone calls and relays messages to
- 10 appropriate parties.
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- 13 c. Checks credit card bills against receipts and forwards to Finance
- 14 Department for payment after approval by council administrator/clerk.
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- 17 d. Prepares worksheets and charts as directed.
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- 19 e. Sets up meetings with as directed.
- 20
- 21 f. Assists with council committees.
- 22
- 23 g. Prepares "Certificates" for various individuals or organizations upon
- 24 request of council members or council administrator/clerk.
- 25
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- 27 h. Handles travel arrangements for council members and council
- 28 administrator/clerk.
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- 31 11. Makes minor purchases for the council office subject to the approval of the
- 32 council administrator/clerk.
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- 35 12. Maintains confidentiality individually and/or collectively in all matters
- 36 pertaining to the Slidell City Council as directed, until authorized to make
- 37 public said information by council/council member or council
- 38 administrator/clerk.
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- 43 13. Twice a year distributes updates of the Code of Ordinances book to all city
- 44 departments and other individuals or businesses as requested.
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- 47 14. Sends out annexation notices to various departments and agencies.
- 48
- 49 15. Conducts tours of Council Chambers for school children, scout groups, and
- 50 other organizations.
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- 53 16. Assists with, and in the absence of the Executive Secretary, performs the
- 54 following duties:
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- 57 a. Types the city council's agenda and presents it to the
- 58 administrator/clerk for approval. Reproduces the agenda and
- 59 distributes to council members, the administration, press, public, etc.
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- 6 b. Takes minutes of city council meetings.
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8 c. Numbers every ordinance and resolution in its regular order upon its
9 first reading and keeps a list of all adopted ordinances and
10 resolutions.
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14 d. Reproduces all ordinances and resolutions in typewritten form and
15 distributes to each council member prior to consideration.
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18 e. Numbers and records all enacted ordinances and resolutions.
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20 17. Notifies council members and the public of all council meetings.
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22 18. Performs such other duties as may be required by the laws of this state, the
23 charter of the city and the Slidell City Council and performs other duties as
24 may be required by the council administrator/clerk that are essential to the
25 orderly operation of this office consistent with general office practices.
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34 **Adopted** this 8th day of February, 1994.
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38 Pearl Williams
39 Councilwoman, District G
40 President of the Council
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43 Davis Dautreuil
44 Council Administrator/Clerk of the Council
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