**File #:** ORD-0186-2000, **Version:** 1

TO CREATE THE FULL-TIME UNCLASSIFIED POSITION OF ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF NETWORK OPERATIONS; TO PROVIDE COMPENSATION THEREFOR;AND TO DECLARE AN EMERGENCY.

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WHEREAS, due to increased volume of day-to-day work in the Department of Network Operations, it is deemed necessary and appropriate at this time to authorize a new position for this department with certain criteria of qualifications and job responsibilities; and

WHEREAS, in order to assist with the maintenance of the city computer system, it is desirable to establish the position of Administrative Assistant to the Director of Network Operations at the earliest possible date, all for the preservation of the public peace, health, safety, and welfare;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GAHANNA, STATE OF OHIO:

Section 1. That, under authority of Charter Section 13.03(L), Classified and Unclassified Service, the new full-time position of Administrative Assistant to the Director of Network Operations is hereby established as an unclassified position which will be under the general supervision of the Director, to be appointed by the Director, and to assist with the Department of Network Operations, the maintenance of the city computer system, and such other duties as may be assigned by the Director.

Section 2. That due to the all-encompassing responsibilities of this newly-created position, a brief description of the duties as viewed by the Director of Network Operations is attached to this ordinance as EXHIBIT A.

Section 3. That compensation for this position is hereby established as the range of $30,000-$45,000, as provided in Article II of the master salary ordinance for unclassified personnel.

Section 4. That, for the reasons set forth in the preamble hereinabove, this ordinance is declared emergency legislation, and shall be in full force and effect immediately upon passage by this Council and approval by the Mayor.