

ORDINANCE NO. 1314

AN ORDINANCE ESTABLISHING AND AMENDING JOB DESCRIPTIONS, POSITION SUMMARIES, ESSENTIAL FUNCTIONS AND POSITION REQUIREMENTS PURSUANT TO ARTICLE III-4(3) OF THE PERSONNEL RULES AND REGULATIONS ADOPTED ON AUGUST 2005, BY THE GOVERNING BODY OF THE CITY OF COLUMBUS, KANSAS, AND REPEALING ANY ORDINANCE OR PARTS OF ORDINANCES IN CONFLICT THEREWITH.

**BE IT ORDAINED BY THE GOVERNING BODY OF  
THE CITY OF COLUMBUS, KANSAS:**

**SECTION 1.** Article III-4(3) requires job descriptions for each position within each department of the City, established position summaries, essential functions and position requirements.

**SECTION 2.** That job descriptions, position summaries, essential functions and position requirements are hereby established and amended for the following positions:

- A. City Clerk;
- B. Assistant City Clerk/Accounting Clerk; and
- C. Part-Time Receptionist.

**SECTION 3.** Each of the above described job descriptions established or amended shall state the position, position summary, essential functions, position requirements, state "Updated 2/2013" in the lower right hand corner and is incorporated as if fully set forth herein by reference.

**SECTION 4.** The specific statements shown in each section of each job description are not intended to be all-inclusive and are only representations of typical elements and criteria considered necessary to successfully perform each position.

**SECTION 5.** All ordinances, resolutions or policies or parts thereof in conflict herewith are expressly repealed insofar as they conflict herewith.

**SECTION 6.** This ordinance shall take effect and be in force from and after the passage and publication in the official City newspaper.

**PASSED AND APPROVED** this 19<sup>th</sup> day of February 2013.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk

(SEAL)