

Ordinance No. 862

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CITY OF CAMBRIDGE

**In the Year One Thousand
Nine Hundred seventy-six**

AN ORDINANCE

An amendment to an ordinance formerly entitled: "The General Ordinances of the City of Cambridge" as revised in 1972 and now designated as "The Code of the City of Cambridge."

Be it ordained by the City Council of the City of Cambridge as follows:

The Code of the City of Cambridge is hereby amended by striking the contents of Article XI, Section 2-126, 2-127 and 2-128, and inserting in their place a new Article XI entitled: Division of Council Services.

The Administrative Assistant to the City Council shall be elected by a majority vote of the City Council for a term of 2 years or until his or her successor is appointed and qualified. He or she shall receive a salary of \$15,000.00 minimum to \$16,500.00 maximum to be reached over a three (3) year period in increments of \$500.00

The Administrative Assistant to the City Council shall be in charge of the Division of Council Services. He or she shall assist the City Clerk and the Deputy City Clerk as staff person to designated Council Committees. He or she shall keep proper records of said committees and when requested by the Chairman, shall forward all appropriate notices and materials.

He or she shall handle all the correspondence and scheduling needs of the City Council as they might require.

The Administrative Assistant to the City Council shall provide the Council with whatever resources and research they might require in order to fulfill their legislative responsibilities.

He or she shall handle all financial records of the Council and shall assist them in the preparation of their budget.

The Administrative Assistant to the City Council shall supervise a Clerk Stenographer and whatever additional staff is needed to carry out the work of this division.

The Administrative Assistant may be removed by a majority vote of the City Council.

This ordinance shall take effect upon passage.

In City Council April 12, 1976

Passed to be ordained by a yeas and nay vote: Yeas 8; Nays 0; Absent 1.

Attest: Paul E. Healy, City Clerk
(C) Apr 15

