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ORDINANCE NO. 1978-M-2

ORDINANCE AMENDING CHAPTER 6 OF THE MUNICIPAL CODE OF ST. CHARLES, ILLINOIS, 1965, ENTITLED "APPOINTIVE OFFICERS"

2-6-78

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF ST.

CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS:

1. That Chapter 6 of the Municipal Code of the City of St. Charles, Illinois 1965, "Appointive Officers" be and is hereby amended as follows:

a. To Section 6.201 Positions add as follows: "E. Administrative Assistant"

b. Add Section 6.305 as follows: "6.305 Administrative Assistant.) The Administrative Assistant shall:

- A. Relieve the Mayor and City Council of routine administrative details.
- B. Carry out special projects and assignments.
- C. Represent the City at meetings and other functions when directed by the Mayor or City Council.

2. This ordinance shall be in effect after presentation, passage and approval pursuant to law.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, on the 6th day of February, 1978.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, on the 6th day of February, 1978.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, on the 6th day of February, 1978.

[Handwritten Signature]
MAYOR

ATTEST:

[Handwritten Signature]
CITY CLERK

council vote:
aye - 9
nay - 0
absent - 1