

ARTICLE XLVI. LEGISLATIVE OFFICER—BOARD OF REPRESENTATIVES¹

Sec. 40-167. Creation and designation.

A position of Legislative Officer—Board of Representatives is hereby created and designated as an unclassified position that shall report directly to the Clerk of the Board of Representatives.

Sec. 40-168. Duties and qualifications.

Generally, performs highly complex legislative and administrative work to support the Board of Representatives. Work involves collecting, drafting, researching and preparing information for Board members, all under minimal supervision with latitude for independent and mature judgment and action.

The duties and qualifications of the Legislative Officer—Board of Representatives are set forth in greater detail in the position description entitled "Legislative Officer—Board of Representatives" as maintained by the Director of Personnel and Human Resources, which is hereby incorporated by reference as if fully set forth herein, including any additional terms and conditions of employment or duties negotiated or required from time to time when not inconsistent with this ordinance and reasonably necessary to carry out its purposes.

Sec. 40-169. Appointing authority.

The Clerk of the Board of Representatives shall designate the successful candidate in accordance with this Ordinance.

¹Adopted 6-2-2014 by Ord. No. 1171.