

ORDINANCE NO. 04-46

**AN ORDINANCE ESTABLISHING THE OFFICE OF CITY RECORDER AND  
TREASURER FOR THE CITY OF HIGHLAND, ARKANSAS**

Whereas, the public welfare can best be realized by the establishment of the office of City Recorder and Treasurer,

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, Arkansas:

Section 1. The office of City Recorder and Treasurer in the City shall be combined into one office, which shall be known as City Recorder/Treasurer, and shall be held by one person. The incumbent City Recorder and City Treasurer shall remain in office until a successor is elected and qualified.

Section 2. The election and term of office of City Recorder/Treasurer shall be filled in the manner provided by state law.

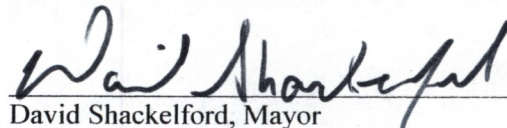
Section 3. The duties of the City Recorder/Treasurer shall be:

- A To keep accurate and complete record of the finances of the different departments of the City and of the receipts and disbursements of funds belonging to the different departments of the City, as designated by the City Council.
- B To perform such other duties as may be required by the ordinances of the City or laws of the State.

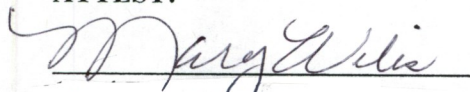
Section 4. The regular work hours shall be a forty hour work week, Monday through Friday to provide a time frame accessible to the citizens of Highland. Additional time may be required from time to time for meetings, etc.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED AND ADOPTED this 23 day of November 2004.

  
David Shackelford, Mayor

ATTEST:

  
Mary Ruth Wiles, Recorder

