

ORDINANCE 2027-002

**AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF FORT GIBSON
AMENDING TITLE III, ADMINISTRATION, CHAPTER 30 TOWN ORGANIZATION,
SECTION 30.20 TOWN CLERK.**

30.20 Town Clerk

4. Hired position; additional duties; compensation. Hired position; additional duties; compensation.

a. Hired position. The **Clerk Executive Assistant** shall be hired by the Board at the Board's discretion after following procedures established by the Board and relevant and applicable laws.

b. Additional duties. Additional duties and responsibilities of the **Clerk Executive Assistant** who may also serve as Town Clerk are as follows:

(1.) Serve as **Clerk Executive Assistant 20 40** hours per week as directed by the Town Administrator performing the following duties:

(A.) Assist visitors, answer phone, relay messages, and other related duties;

(B.) Provide assistance and/or instructions to citizens regarding questions related to zoning code requirements, ~~cemetery lots and deeds~~, and the like;

(C.) Conduct research and provide information to department personnel and citizens regarding property descriptions and ownership, abatement and condemnation actions, town codes and ordinances, town/county limits, and the like;

(D.) Perform numerous duties such as typing reports, letters, contracts, and the like; filing; copying; completing work orders; proofreading, and the like, as directed by the Town Administrator;

(E.) Perform other duties as directed in a manner which supports the overall effectiveness of the town;

(F.) Consistently demonstrate accountability to the Town Administrator for proper job performance;

(G.) Ask questions and/or seek guidance, clarification, and/or direction from appropriate individual as necessary for successful and efficient performance of job duties;

~~(H.) ——— Maintain cemetery files and update cemetery map; prepare cemetery deeds;~~

(I.) Serve as **Clerk Executive Assistant** to the various Town recommending boards and commissions, and the like, including, but not limited to, ~~Planning Commission, Zoning Commission~~ **Planning and Zoning Commission**, Parks and Recreation **Committee**, Board of

Adjustment, ~~Library Board, and Preservation and Landmark Commission; and~~

(J.) Special projects as directed by the Town Administrator.

~~(2.) Serve as assistant librarian 20 hours per week as directed by the head librarian. Hours spent working at the library and city hall may be adjusted as needed to total 40 hours per week.~~

- c. *Compensation.* The **Clerk Executive Assistant** who may also serve as Town Clerk shall be compensated ~~at a rate established by the Board, currently \$10.50 per hour~~ for all duties performed for the Town in addition to his or her Town Clerk duties. This same **Clerk Executive Assistant** shall also be paid time and one-half for all hours worked over 40 hours per week. All overtime must be approved by the Town Administrator. This same **Clerk Executive Assistant**, since serving as a full-time employee of the Town, will also be provided all benefits provided by the Town to any of its nonpolice, full-time employees.

(Prior Code, § 1-7-1); ~~As amended by Ordinance 2027-002 on July 13, 2026~~

PASSED AND APPROVED MONDAY JULY 13, 2026, BY THE BOARD OF TRUSTEES OF THE TOWN OF FORT GIBSON, OKLAHOMA


Mike Sharpe, Mayor



ATTEST: 
Ashlyn Kennedy, Deputy Town Clerk