

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1388

### No. 61 AN ORDINANCE AMENDING SECTIONS 7, 56 and 75 of

CHAPTER 1351, "ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS", AS APPROVED SEPTEMBER 16, 1960.

Approved January 19, 1961

*Be it ordained by the City of Providence:*

SECTION 1. Chapter 1351 of the Ordinances of the City of Providence approved September 16, 1960, as amended, is hereby further amended to read as follows:

#### SECTION 7: DEPARTMENT OF CITY SERGEANT

Delete: 1 Building Custodian III

Add: 1 Building Maintenance Supervisor

#### SECTION 56: DEPARTMENT OF HEALTH-VITAL STATISTICS

Delete: 1 Clerk IV

Add: 1 Administrative Assistant and  
Deputy Registrar of Vital Statistics

#### SECTION 75: MINIMUM HOUSING STANDARDS DIVISION

That part which has heretofore read: "The number of employees in the MINIMUM HOUSING STANDARDS DIVISION shall not exceed seventeen (17)"; shall hereafter read: "The number of employees in the MINIMUM HOUSING STANDARDS DIVISION shall not exceed nineteen (19)".

Add: 2 Housing Inspector I

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL

JAN 2 - 1961

First Reading Read and Passed

Referred to Committee on

FINANCE

*Everett Whelan*  
Clerk

APPROVED

JAN 19 1961

*Edward P. Douglas*  
ACTING MAYOR

IN CITY  
COUNCIL

JAN 19 1961

FINAL READING  
READ AND PASSED

*Edward P. Douglas*  
PRESIDENT  
*Everett Whelan*  
CLERK

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1389

No. 62 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1,  
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF  
PROVIDENCE", approved AUGUST 7, 1953.

Approved January 19, 1961

*Be it ordained by the City of Providence:*

SECTION 1. The Classification Plan as incorporated and adopted  
in Section 1 of the Ordinance Chapter 760, entitled, "An Ordinance Establishing  
a Classification Plan for the City of Providence", as amended, is hereby further  
amended in the following respect:

ADD: ADMINISTRATIVE ASSISTANT and  
DEPUTY REGISTRAR OF VITAL STATISTICS (137)

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL  
JAN 2 - 1961

First Reading Read and Passed  
Referred to Committee on  
FINANCE

*P. Everett Whelan*  
Clerk

APPROVED

JAN 19 1961

*Edward P. Dugley*  
ACTING MAYOR

IN CITY  
COUNCIL

JAN 19 1961

FINAL READING  
READ AND PASSED

*Edward P. Dugley*  
PRESIDENT  
*P. Everett Whelan*  
CLERK

ADMINISTRATIVE ASSISTANT  
and  
DEPUTY REGISTRAR OF VITAL STATISTICS

137

**CLASS TITLE:** Administrative Assistant and Deputy Registrar of Vital Statistics.

**CLASS DEFINITION:** ~~Responsible~~ administrative work relating to management functions of the department as distinguished from those of a strictly medical nature.

**DISTINGUISHING FEATURES OF WORK:** Work involves responsibility for directing and supervising the fiscal and business management operations of the department, for planning and developing management methods and procedures, for supervision of personnel and personnel practices. Said responsibilities include, but are not restricted to the functions of the Bureau of Vital Statistics.

**ILLUSTRATIVE EXAMPLES OF WORK:** Maintains or supervises the maintenance of records relating to payrolls, supplies and services. Assists in the exercise of budgetary controls and budget preparation. Supervise personnel and records related thereto. Oversees the collections and dissemination of all information concerned with vital statistics. Prepares studies and recommendations for improved methods and procedures. Performs related assignments as required.

**DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES:** Knowledge of the principles and methods of management, of budgetary and cost procedures, and familiarity with personnel procedures. Skill in developing cooperative and harmonious working relationships within the department. Ability to plan, develop and supervise the execution of approved department policies.

**QUALIFICATIONS REQUIRED FOR APPOINTMENT:** Graduation from a standard high school. Previous experience of a responsible nature in private or public employment.

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1390

### No. 63 AN ORDINANCE AMENDING CHAPTER 1353, "ESTABLISHING

A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED  
SEPTEMBER 16, 1960.

Approved January 19, 1961

*Be it ordained by the City of Providence:*

SECTION 1. Section 1 of Chapter 1353 of the Ordinances of the City of Providence approved September 16, 1960, as amended, is hereby further amended as follows:

ADD: Administrative Assistant and Deputy Registrar of  
Vital Statistics \$ 6,500.00 yr.

	From	To
<u>CHANGE:</u> Assistant Clinical Director General	\$6,367.40M	\$7,567.40M yr.
Second Ass't Clinical Director	\$6,125.60M	\$7,325.60M yr.
Senior Resident Physician	\$4,586.40M	\$5,748.60M yr.
Resident Physician	\$5,748.60M	\$6,748.60M yr.
Deputy Director (Redevelopment Agency)	\$8,400.00	\$10,000.00 yr.

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL

JAN 2 - 1961

First Reading Read and Passed  
Referred to Committee on

FINANCE

*Everett Whelan*  
Clerk

IN CITY  
COUNCIL

JAN 19 1961

FINAL READING  
READ AND PASSED

*Edward P. Dwyer*  
PRESIDENT  
*Everett Whelan*  
CLERK

APPROVED

JAN 19 1961

*Edward P. Dwyer*  
ACTING MAYOR

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1391

No. 64 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE

CHAPTER 1350 BY APPROPRIATING THE SUM OF SEVEN THOUSAND  
THREE HUNDRED FORTY-FIVE (\$7,345) DOLLARS TO THE MINIMUM  
HOUSING STANDARDS DIVISION, ITEM 0-\$6,685; ITEM 1-\$660.00.

Approved January 19, 1961

*Be it ordained by the City of Providence:*

SECTION 1. Chapter 1350 of the Ordinances of the City of Providence as approved September 16, 1960 entitled: "An Ordinance Making Appropriation of \$40,869,634.16 for the Support of the City Government for the Fiscal Year Ending September 30, 1961", as amended, is hereby further amended, by appropriating the following sums to the MINIMUM HOUSING STANDARDS DIVISION, ITEM 0-\$6,685; ITEM 1-\$660.00.

SECTION 2. The said sum of Seven Thousand Three Hundred Forty-Five (\$7,345) Dollars as thus added and appropriated shall be obtained by authorizing and directing the City Controller and City Treasurer to transfer a like amount from the Reserve for Extraordinary Expenditures to the Receipt Account.

SECTION 3. The estimated receipts from Reserve for Extraordinary Expenditures are hereby increased by Seven Thousand Three Hundred Forty-Five (\$7,345) Dollars.

SECTION 4. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL

JAN 2 - 1961

First Reading Read and Passed  
Referred to Committee on

FINANCE

*W. Everett Whelan*  
Clerk

IN CITY  
COUNCIL

JAN 19 1961

FINAL READING  
READ AND PASSED

*Edward P. Quigley*  
PRESIDENT  
*W. Everett Whelan*  
CLERK

APPROVED

JAN 19 1961

*Edward P. Quigley*  
ACTING MAYOR

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

~~1010~~

# RESOLUTION OF THE CITY COUNCIL

No. 65

Approved January 19, 1961

Resolved,

That the City Clerk be and he is hereby directed and authorized to cause the Standing Rules of the City Council, a list of the City Officers and such other printed matter as he shall deem advisable and proper to be printed for the use of the City Council and for distribution under the general title "Pocket Manual"; the cost thereof to be charged to the City Council appropriation, Item 1.

IN CITY COUNCIL

JAN 19 1961  
READ and PASSED  
*Edward P. Quigley*  
President  
*Walter L. Leland*  
Clerk

APPROVED

JAN 19 1961  
*Edward P. Quigley*  
ACTING MAYOR

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

~~10101~~

# RESOLUTION OF THE CITY COUNCIL

No. 66

Approved January 19, 1961

Resolved,

That the City Clerk is hereby instructed to cause the Resolutions, Ordinances and finished business of the City Council for the municipal years 1961-1962 to be printed and indexed and the said Resolutions, Ordinances and finished business for the years named to be respectively bound for the use of the City Government; and arrange for such public distribution as said City Clerk may direct.

IN CITY COUNCIL

JAN 19 1961  
READ and PASSED  
*Edward P. Chubb*  
President  
*W. C. ...*  
Clerk

APPROVED

JAN 19 1961  
*Edward P. Chubb*  
ACTING MAYOR