Cajundome Board Gets OK For Secretary

By DONNA FONTENOT
Advertiser Staff Writer

The third time was definitely the charm for the Auditorium/Cajundome Management Board, which got approval for an administrative secretary last night.

It took the City Council only eight minutes to whisk through its meeting agenda — twice-tabled Management Board item and all.

The Board was asking for a budgetary revision transferring $12,451 from the City’s general fund to the Community Affairs department so a secretary can be hired.

Councilmen approved the revision without discussion.

In two previous meetings, they had tabled it for “more clarification.”

Two Months Away

Community Affairs Director Al Thierry told The Advertiser after the meeting it should now take about 1½ to two months before the Board gets its secretary.

The position will be a Civil Service one, he said. Civil Service will advertise for applications over two to three weeks, followed by a two- to three-week receiving period and then a departmental “review process.”

Asked what held up Council approval of the position, Thierry said, “Your guess is as good as mine.”

A couple of councilmen told The Advertiser they were awaiting an exact job description.

Duties Outlined

The secretary’s duties, according to Thierry, are outlined by Civil Service. They include a combination of secretarial, clerical and administrative responsibilities.

The administrative secretary is to handle the Board’s correspondence, keep minutes of its monthly meetings, research and file reports on its projects, attend “routine meetings” in the absence of the director and fulfill duties “in accordance with guidelines of the director (similar to that of other city departments).”

The Auditorium/Cajundome Management Board acts as an advisory group to the City Council on matters concerning operations at the Municipal Auditorium and soon-to-be-completed Cajundome.

Other Action

In other action last night, the Council:

• Accepted work by Global Equipment and Services Inc. for water main extension along South College Road as “substantially complete”;
• Tabled approval of an application by Jefferson Towers for participation in the Louisiana Restoration Tax Abatement Program;
• Authorized a contract between the City and Walter Brown for the $1,101 sale to Brown of a house at 2712 Pinhook Road;
• Approved a contract with Dodge Development Inc. for furnishing of utility services to Stone’s Throw Apartments; and
• OK’d an intergovernmental agreement with the Parish for the disbursement of City Court funds for 1984.