

# IN THE YEAR TWO THOUSAND AND TWENTY-ONE

## ONE HUNDRED AND SEVENTY-SEVENTH AMENDMENT TO CHAPTER 2 OF THE REVISED CODE OF ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

### AN ORDINANCE

Be it ordained by the City Council of the City of Holyoke as follows:

**SECTION 1.** Section 2-181 entitled “Duties generally”, Division 6 entitled “Administrative Assistant to the City Council” of Article II entitled “Officers and Employees Generally” of Chapter 2 entitled “Administration” of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended:

BY ADDING A NEW SUBPARAGRAPH CONTAINING THE FOLLOWING  
LANGUAGE:

“(6) *Manage Social Media.* The administrative assistant shall manage all City internet and social media sites, including but not limited to the City’s website, Facebook, Twitter, Instagram, and any other social media sites that the City posts on now or in the future. Said duties include but are not limited to monitoring and updating the various pages of the City website and ensuring that public meetings and related records are posted and accessible to the public. This position also requires the administrative assistant to work collaboratively with the Mayor’s office and department heads about their use of the City website and social media accounts as public records and communication tools.

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3.** This ordinance shall take effect upon its passage.

APPROVED AS TO FORM:

  
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Kathleen E. Degnan  
Assistant City Solicitor