

2020-009



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AMESBURY CITY CLERK

# Amesbury

Mayor Cassandra Gove

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## ADMINISTRATIVE ORDER 2020-01

January 6, 2020

Pursuant to Section 6-1(a)(2) of the Amesbury Home Rule Charter, city government is hereby reorganized, upon effect of this order, as follows:

### Office of the Mayor

The position of Communications Director is hereby created and established upon effect of this order. The Communications Director will report to the Mayor.

The Communications Director shall:

- Be responsible for coordinating all communications initiatives for the City of Amesbury;
- Develop a comprehensive City communications strategy, at the direction of the Mayor, to ensure open and transparent efforts to provide information to City residents, staff, and other interested parties;
- Manage and maintain current content on all City communications platforms, including the City website and social media pages;
- Coordinate communication initiatives for all City departments to ensure clear and transparent exchanges of information.