

RECORD OF ORDINANCE

Ordinance No. 10-17

Date Passed 3/28 2017

ORDINANCE 10-17

AN ORDINANCE AMENDING THE DUTIES AND WAGES OF THE ADMINISTRATIVE ASSISTANT POSITION AND DECLARING AN EMERGENCY.

WHEREAS, the Administrative Assistant position exists in the Village and is currently staffed; and

WHEREAS, the Administrative Assistant had also been performing utility billing duties, and, during a 2016 Village Council meeting, the duties of Zoning Inspector were added to this position by order of Mayor Ted Simon, with the acquiescence of Council, and

WHEREAS, as a result of all those additional duties, the Administrative Assistant has since then been paid in accordance with a blend of pay scales, depending on which tasks were performed each hour in any pay period; and

WHEREAS, Council desires to amend the job description of the Administrative Assistant position and increase the pay rate to reflect these changes as permanent and to set one flat rate of compensation for the Administrative Assistant.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LITHOPOLIS, FAIRFIELD COUNTY, STATE OF OHIO;

Section 1. That Council hereby amends the full time position of Administrative Assistant, an FLSA non-exempt position, in accordance with the job description of duties and responsibilities described in Exhibit A attached hereto.

Section 2. That the Administrative Assistant shall receive wages at the rate of \$14.62 per hour, and shall continue to receive all the customary employee benefits offered to Village employees, and shall cooperate and work with the Mayor and Fiscal Officer while reporting directly to the Village Administrator.

Section 3. That this Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, and safety, and for the further reason to have the pay rate discrepancies resolved before the summer building season requires a greater amount of time doing the associated inspection work, wherefore, this Ordinance shall take effect and be in force immediately upon passage.

DATE PASSED: 3/28, 2017

ATTEST: [Signature]
CLERK

SIGNED [Signature]
MAYOR

DATE: 3/28/2017

DATE: 3/28/17

APPROVED AS TO FORM:

[Signature]
VILLAGE SOLICITOR

EXHIBIT A

ADMINISTRATIVE ASSISTANT

Provides clerical and administrative support for the Village Mayor, the Village Administrator, and the Fiscal Officer and performs all the Village utility billing duties and shall be the Village Zoning Inspector and as such perform all the duties of the Village Zoning Inspector as provided in the Village of Lithopolis Zoning Code. Essential duties include, but are not limited to:

- Receives, sorts and distribute USPS mail on a daily basis; maintains a filing system and contact lists
- Takes messages for the Mayor and Village Administrator and answers questions from residents and visitors
- Responsible for maintaining the records of water and sewer utility customers which include: download meter reading information into billing system, maintain customer account records including reports; process and mail utility customers bills; collect and post customer payments including late penalties and related notices; performs other duties as assigned
- Responsible for receiving and accepting permit and occupancy licensing applications; processing and issuing permits; reviewing permit applications for accuracy and completeness; identifying missing documentation or problems; scheduling various types of inspections and responding to public inquiries; calculating permit application fees, license/registration fees, re-inspection fees, impact fees, or other departmental fees; maintains Zoning Department's filing system
- Communicates with the Village Mayor, Village Administrator, employees, inspectors, customers, contractors, property owners, the general public and or other individuals as needed to coordinate work activities, exchange information or resolve problems; performs other duties and assume other responsibilities as assigned by the Mayor or Village Administrator

This job operates in a professional office environment; routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines; requires knowledge of office equipment and procedures, word processing, and creates spreadsheets and presentations.

This position has no supervisory responsibilities.

This is a full-time position. Hours of work are Monday through Friday 8:00 a.m. until 4:00 p.m.

No travel outside the Village is expected for this position.

Required education and experience:

- 1- High School diploma or equivalency
- 2- One year of administrative experience

Preferred education and experience:

- 1- Associates degree
- 2- 2 years of related experience