

ORDINANCE NO. 16-13

ORDINANCE AMENDING SECTION 123.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF NORTH PERRY AND DECLARING AN EMERGENCY

WHEREAS, the Village Council has determined that it is in the best interest of North Perry Village to make certain changes to the title and responsibilities to the position identified in Section 123.03 of the Codified Ordinances of North Perry Village.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NORTH PERRY VILLAGE, COUNTY OF LAKE AND STATE OF OHIO, AS FOLLOWS:

Section 1. Section 123.03 of the Codified Ordinances of the Village of North Perry is hereby amended to read as follows:

123.03 VILLAGE SECRETARY AND ADMINISTRATIVE ASSISTANT.

(a) The position of Village Secretary and Administrative Assistant of the Village is hereby created.

(b) The Village Secretary and Administrative Assistant shall be appointed by the Mayor, subject to the consent and approval of Council and serve at the pleasure of Council and under the direction of the Mayor, and subject to the direct supervision of the Mayor, and report to the Mayor and Council when requested. The Village Secretary and Administrative Assistant shall also assist the Village Fiscal Officer and to the extent that her duties are being performed in the assistance of the Fiscal Officer of the Village, the Fiscal Officer of the Village shall have the authority to assign such tasks deemed appropriate by the Fiscal Officer, subject to such limitations or contravening directions of the Mayor. The Village Secretary and Administrative Assistant is a part time position with hours to be determined by the Mayor. The Village Secretary and Administrative Assistant shall: be responsible for the preparation of correspondence, reports, forms, receipts, newsletters, brochures, and documents from drafts, notes, brief instructions, corrected copies, prior materials, and meeting minutes using a computer; act as receptionist, providing a positive, high level of service; receive and screen visitors, telephone calls and emails; take messages and direct the caller to the proper Village department or person and provide information about North Perry Village activities and functions; proofread material for accuracy, completeness, compliance with departmental policies, formatting and correct English usage including grammar, punctuation and spelling; enter, edit, update and retrieve data from narrative reports and spreadsheets and prepare periodic or special reports from Village departments by following established formats and menus; create new departmental forms when so directed; establish and maintain office files according to an established public records management system; compile information from such files; purge files as required or allowed by the Ohio Records Commission; attend to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating

supply orders and arranging for equipment purchase and maintenance; operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; prepare meeting agendas and minutes for Village Council, Planning Commission, Board of Zoning Appeals, and departmental and specified committees; serve on a project team or committee when so required; assemble and distribute Village Council, Planning Commission and Board of Zoning Appeals packets; maintain schedules and reservations for Village Hall and Community Center rentals; issue Townline Park passes; maintain the gate system; update Codified Ordinance books; prepare the Village Newsletter; collect all articles from various departments and create, assemble, mail and post to the Village's website; supply meeting notices to newspapers and meet deadlines; post Council minutes, resolutions and ordinances as soon as approved by Council to bulletin boards and to the Village's website; and perform other related duties as required. (See Village Secretary/Administrative Assistant Job Description on file in the Mayor's office.)

Section 2. Upon the effective date of this Ordinance, the Clerk of Council of the Village of North Perry, Ohio shall make available to all members of Council, and any members of the public, when required, copies of this amendment to the Codified Ordinances of the Village of North Perry, Ohio.

Section 3. The severability provisions of the Codified Ordinances Section 101.08 shall be applicable to this Ordinance.

Section 4. That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and all deliberations of this Council, or any of its committees, which result in formal actions, were in meeting open to the public, in compliance with all requirements included in Section 121.22 of the Ohio Revised Code.

Section 5. This Resolution is hereby declared to be and is passed as an emergency Resolution, the emergency being the necessity to timely amend the Ordinance regarding the position of Village Secretary and Administrative Assistant. This Resolution is necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village of North Perry.

WHEREFORE, this Resolution shall be in full force and effect immediately upon its passage by Council.

MAYOR

ADOPTED: October 6, 2016

ATTEST:

FINANCE DIRECTOR

Richard motioned to suspend Council rule. Cutler seconded. L. Klco, Reichard, Siegel, Thompson, and Callahan voted to approve.

L. Klco motioned to approve this Ordinance, seconded by Thompson. Callahan, Cutler, L. Klco, Reichard, Siegel, and Thompson approved.