

ORDINANCE RECORD
VILLAGE OF NEWBURGH HEIGHTS, OHIO

ORDINANCE: 2022-07

Introduced by: Mayor Trevor Elkins

AN ORDINANCE AMENDING THE FULL-TIME, AT-WILL POSITION OF VILLAGE HALL ADMINISTRATIVE ASSISTANT AND PHOTO ENFORCEMENT PROGRAM CLERK, AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Newburgh Heights seeks to provide a balance in the workload and responsibilities of village personnel;

WHEREAS, the Village of Newburgh Heights believes providing workload balance will create improved public service and availability;

WHEREAS, the Village of Newburgh Heights seeks to provide competitive compensation and increased duties and responsibilities for the position;

NOW, THEREFORE, be it ordained by the Council of the Village of Newburgh Heights, in the County of Cuyahoga, and the State of Ohio, that;

Section 1. The duties and obligations of the Village Hall Administrative Assistant and Photo Enforcement Program Clerk duties are set forth in the job description attached hereto as Exhibit A, the terms and provisions of which are incorporated herein by reference.

Section 2. The Rate of remuneration for the position of At-will Village Hall Administrative Assistant and Photo Enforcement Program Clerk shall be as follows:

**At-will Village Hall Administrative Assistant and Photo Enforcement Program Clerk
RATE OF REMUNERATION**

	Compensation
First 6 months of employment	\$18.75 \$20.63/hour
Second 6 months of employment	\$19.38 \$21.25/hour
Third 6 months of employment	\$20.00 \$21.89/hour
Fourth 6 months of employment	\$20.63 \$22.55/hour

All increases occur with the first full payroll period following the employee's anniversary date.

Section 3. The At-will Village Hall Administrative Assistant and Photo Enforcement Program Clerk will also receive health and hospitalization benefits consistent with those customarily offered to full-time non-bargaining unit Village employees, and subject to change or modification from time to time.

Section 4. Council hereby repeals any ordinances, including Ordinance 2020-07, resolutions, or motions in conflict herewith.


Section 5. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this council and of any of its committees that resulted in such formal action, were in open meetings for the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.


Section 6. That this Ordinance be, and hereby is declared to be an emergency measure, the emergency being the continued necessity to provide for the public health, peace and welfare of the citizens of the Village of Newburgh Heights, by providing adequate staffing in order to fulfill the obligations and duties of the Village of Newburgh Heights on behalf of the public.

WHEREFORE, this ordinance shall be in full force and effect from and immediately after its passage and approval.

Passed: January 18, 2022


Trevor Elkins, Mayor


Cathleen Nagorski, Fiscal Officer


Solicitor

1ST Reading: 1/18/22
2ND Reading: 1/18/22
3RD Reading: 1/18/22

Exhibit A

Position Title: Village Hall Administrative Assistant /
Photo Enforcement Program Clerk
Reports To: Chief of Police

POSITION SUMMARY

This is a dual position that handles administrative duties for the Village Hall and serves as Photo Enforcement Program Clerk. Under general supervision this position serves as the primary contact for the Village Hall and performs a wide variety of administrative and Photo Enforcement Program duties with a high level of judgment, professionalism, accuracy, and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the position identified above. It describes these duties and responsibilities in the broad scope, and is not intended to be all-inclusive. Individual(s) in this position may, from time-to-time be assigned other duties as appropriate.

Administrative Assistant Duties

- Shall function as the Assistant Fiscal Officer, performing duties as assigned by the Fiscal Officer primarily in the capacity as a Clerk of Council.
- With the highest level of confidentiality, provides administrative support to the Mayor by performing general administrative duties which includes (but is not limited to) answering phones, processing incoming and outgoing mail, typing, copying, and compiling and maintaining accurate and complete reports/records as required.
- Answers the telephone in a friendly and professional manner, provides general information, answers questions, takes messages and/or fields calls as appropriate.
- Responds to phone calls and other inquiries on the Mayor's behalf whenever appropriate.
- Coordinates, prepares and maintains files and records of correspondence, agendas, notices, meeting minutes, presentations, reports, and other documents

such as the Mayor's calendar.

- Organizes and attends meetings as directed.
- Promotes a positive relationship between the Mayor's office and Village officials, departments, the community, and the general public.
- Attends and participates in meetings, seminars, and in-service training; and serves on temporary committees when requested.
- Follows policies, rules and regulations relating to the functions of the Department, and notifies the appropriate personnel of non-compliance.
- Observes good housekeeping and safety habits, follows all policies and procedures and performs other duties as assigned.
- Roles and responsibilities are defined broadly and additional duties may be assigned as necessary.

Photo Enforcement Program Clerk Duties

- Collects, prepares case folders, posts, files, or routes photo enforcement citations according to the requirements of the Village of Newburgh Heights and the State of Ohio.
- Ensure Hearings are being scheduled and filed in accordance with State of Ohio law.
- Answers inquires regarding photo enforcement citations and explains procedures and/or forms to defendants when requested.
- Maintains complete and accurate records, notifies the appropriate agency(ies) of the court outcome, and prepares and distributes paperwork and reports as necessary.
- Roles and responsibilities are defined broadly and additional duties may be assigned as necessary.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to work independently and maintain the professionalism and confidentiality that is expected in such a setting.
- Excellent interpersonal and communications skills with the ability to positively interact with all types of individuals.

- Ability to work with a variety of computer software applications such as (but not limited to) MS office programs, PowerPoint, and other computer programs necessary to perform the functions of the position.
- Attention to detail with demonstrated accuracy and thoroughness; and monitors own work to ensure its quality.
- Ability to adapt to a changing work environment and manage competing demands and/or unexpected events.
- Be consistently at work and on time, follow instructions, respond to direction and solicit feedback to improve performance.

EDUCATION AND EXPERIENCE

Minimum

High school diploma (or GED), with 3-5 years of clerical experience, proficient in using a variety of technologies and computer software programs such as MS Office (MS Word, PowerPoint, Excel, Access, etc.).

Preferred

Bachelor's degree, Three – Five years administrative office experience; active public notary certification.

WORKING CONDITIONS/ENVIRONMENT

Normal office and/or work-from-home environment, with no unusual hazards.