

**Village of Mantua, Ohio  
Ordinance 2013-71**

**AN ORDINANCE CREATING THE FULL-TIME POSITION OF ADMINISTRATIVE SERVICES OFFICER FOR THE VILLAGE OF MANTUA, ESTABLISHING A JOB DESCRIPTION FOR THAT POSITION, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the position of Administrative Assistant to the Village Administrator has recently become vacant; and

**WHEREAS**, the Village Administrator and the Clerk-Treasurer have both recommended that the functions of Administrative Assistant and Assistant Clerk can be adequately performed by a single person, and that this course of action will be in the best interest of the Village; and

**WHEREAS**, the Finance Committee has reviewed this proposal and recommends it to Council.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Mantua, Portage County, Ohio, two-thirds or more of the members elected thereto concurring, that:

**SECTION 1:** There is hereby created the full-time position of “Administrative Services Officer” for the Village of Mantua, for which the Job Description set forth in “Exhibit A”, attached hereto and incorporated herein by reference, is hereby adopted.

**SECTION 2:** The availability of the newly-created position shall be posted for seven consecutive business days per Section 2.1.A of the Village of Mantua Employee Handbook prior to being filled.

**SECTION 3:** Filling the position of Administrative Services Officer shall be effected only upon the joint recommendation of the Village Administrator and the Village Clerk-Treasurer, and shall be subject to the written approval of the Mayor.

**SECTION 4:** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage 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 meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 5:** This Ordinance is hereby declared to be an emergency measure, in order to establish the position of Administrative Services Officer and to expedite the filling of that position, and shall take effect immediately upon the affirmative vote of two-thirds of the members of the Mantua Village Council, and to further ensure the health, safety, and morals of the Village of Mantua.

**PASSED** in Council this 19<sup>th</sup> day of August, 2013.

ATTEST:

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\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the \_\_\_\_\_ day of August, 2013.

\_\_\_\_\_  
Clerk

Approved as to Legal Form:

\_\_\_\_\_  
Michele A. Stuck  
Solicitor, Village of Mantua

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**“EXHIBIT A”**

**JOB DESCRIPTION**

**POSITION: Administrative Services Officer**

**POSITION TITLE:** Administrative Services Officer.

**APPOINTMENT:** Filling the position of Administrative Services Officer shall be effected only upon the joint recommendation of the Village Administrator and the Village Clerk-Treasurer, and shall be subject to the written approval of the Mayor.

**HOURS AND RATE OF PAY:** The Administrative Services Officer is contemplated to be a full-time position of approximately 40 hours per week. However, additional hours may be required, and employee is required to attend all meetings of the Service Committee and Village Council, generally occurring in the evenings. Rate of pay shall be as follows:

Starting: \$14.00 per hour. Upon successful completion of six-month probationary period, \$15.00 per hour. Subsequent pay increases within the range authorized by Council are subject to Mayoral approval.

**POSITION SUMMARY:** The position of Administrative Services Officer is created by Mantua Ordinance 2013-71 (08/20/13) and shall include the duties and responsibilities as outlined below.

**POWERS AND DUTIES:** The Administrative Services Officer for the Village of Mantua shall have the powers, duties and functions including, but not limited to, the following:

- 1 Expedite a smooth flow of information, communications, scheduling of equipment and supplies relative to the efficient operation of the Village Administration Office. This includes opening mail, maintaining files, creating purchase requisitions, ordering supplies, tracking purchase orders, and tracking appropriations, and keeping accurate records.
- 1 Assisting the Village Administrator and the Clerk-Treasurer with the annual budgets, and ensuring that they are managed throughout the year.
- 1 Assisting the Clerk-Treasurer and the Village Administrator or his staff with processing reports and information, memos, and correspondence. This will include EPA reports, Sludge Reports, Consumer Water Reports, Tree City reports, and others.
- 1 Monthly water and sewer billing and collections, and correlative responsibilities.
- 1 Managing the calendar of the park lodge rentals, deposits, and refund of deposits.
- 1 Service department payroll records and timecards.
- 1 Receive and record work requests, complaints and concerns, and relay this information to the Village Administrator.
- 1 Attend evening Service Department meetings and record and produce minutes and the agenda.
- 1 Attend evening Council meetings and record and produce minutes.
- 1 Act as Clerk of Council at any Council meeting from which the Clerk-Treasurer is absent.
- 1 In the absence of the Clerk-Treasurer from her office during regular business hours, shall assume responsibility for incoming telephone calls, mail, providing receipts for payments submitted and interaction with members of the public requiring assistance at the Village Hall.

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- ‡ Assist with checking payroll for accuracy. Update payroll reports.
- ‡ Maintain the Uniform allowance records.
- ‡ Maintaining the Bills of Resolution.
- ‡ Administrative support duties as directed by the Clerk-Treasurer or Village Administrator.
- ‡ Additional duties as may be required by the Mayor.

**SUPERVISION:** The Administrative Services Officer shall be under the joint supervision and control of the Clerk-Treasurer and the Village Administrator, and shall have such other duties as are prescribed by the Mayor and Council.

**DISCLAIMER:** The foregoing Job Description does not constitute an Employment Contract. The position of Administrative Services Officer is “at will”, and the Administrative Services Officer may be terminated upon agreement of the Village Administrator and Clerk-Treasurer, or upon the recommendation of either the Village Administrator or Clerk-Treasurer with the concurrence of no less than five members of Council.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Job Description is intended to identify and illustrate the kinds of duties that may be assigned to an employee holding such a position and is not to be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extend of assignments such individuals may be given.

**BENEFITS:** As a full-time employee of the Village of Mantua, the Administrative Services Officer is entitled to certain benefits as set forth in the Village of Mantua Employee Handbook Chapter 5, including but not limited to, Insurance Benefits.

I hereby inform the Village that I accept or decline the individual components of that benefit, as follows:

<u>Component</u>	<u>Accept</u>	<u>Decline</u>
Major Medical and Prescription	_____	_____
Dental	_____	_____
Vision	_____	_____
Term Life Insurance (\$25,000)	_____	_____

I acknowledge that I have received, read, and understand the contents of this Job Description.

\_\_\_\_\_ (signature)                      \_\_\_\_\_ (printed name)