

Village of Mantua, Ohio
Ordinance 2013-77

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA AND THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO THE POSITION OF ADMINISTRATIVE SERVICES OFFICER, AND DECLARING AN EMERGENCY.

WHEREAS, the position of Administrative Services Officer for the Village of Mantua has been created pursuant to Ordinance 2013-71, passed on August 20, 2013; and

WHEREAS, the positions of Administrative Assistant to the Village Administrator and Assistant Village Clerk have been made redundant with the creation of the new position; and

WHEREAS, various sections of the Village of Mantua Codified Ordinances and Village of Mantua Employee Handbook must be amended to address the newly-created position and to ensure consistency.

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: The existing positions of Administrative Assistant to the Village Administrator and Assistant Clerk are hereby abolished.

SECTION 2: Existing Section 121.03, Article XIV, subsections (1) and (2) only of the Codified Ordinances of the Village of Mantua are hereby repealed.

SECTION 3: Section 121.03, Article XIV, subsections (1) and (2) of the Codified Ordinances of the Village of Mantua are hereby enacted as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 4: Existing Section 2.4.A of Ordinance 2010-24 is hereby repealed.

SECTION 5: Section 2.4.A of Ordinance 2010-24 is hereby enacted as set forth in Exhibit B, attached hereto and incorporated herein by reference.

SECTION 6: All other provisions of the Village of Mantua Codified Ordinances and Ordinance 2010-24, the Village of Mantua Employee Handbook, shall remain in full force and effect.

SECTION 7: 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 8: This Ordinance is hereby declared to be an emergency measure, in order to eliminate redundant employment positions within the Village and ensure consistency among the Village of Mantua Ordinances relating to the position of Administrative Services Officer, and

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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 17th day of September, 2013.

ATTEST:

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 , 2013.

Clerk

Approved as to Legal Form:

Michele A. Stuck
Solicitor, Village of Mantua

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“EXHIBIT A”

**Village of Mantua Codified Ordinances Section 121.03
ARTICLE XIV.
Clerk of Council**

(1) Assistant. The Administrative Services Officer of the Village of Mantua shall perform any duties of Clerk of Council as directed by the Clerk-Treasurer. The Administrative Services Officer shall also be subject to all general rules and regulations governing employees of the Village of Mantua. The Administrative Services Officer shall be evaluated annually by the Clerk-Treasurer and the Village Administrator.

(2) Absence from Meetings. In the absence of the elected or appointed Clerk of Council, the duties of the Clerk of Council shall be assumed by the Administrative Services Officer of the Village of Mantua. In the absence of both the Clerk of Council and the Administrative Services Officer, the President Pro-Tempore shall appoint a member of Council to take the minutes of any scheduled Council meeting. Said member shall have at his/her disposal, within reason, all facilities and personnel available to assist him/her in the taking, preparation, and submittal of minutes of the Council of the Village of Mantua.

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“EXHIBIT B”

Section 2.4 **APPOINTMENT**

A. DEPARTMENTS

1. Service: The Village Administrator shall appoint his officers, agents, operators, clerks and assistants, provided such positions are first authorized by Council. Such appointments shall be subject to approval by the Mayor. Appointments, and the Mayor’s approval thereof, shall be in writing and filed with the Village Clerk. *The position of Administrative Assistant, under the sole supervision of the Village Administrator, has been abolished per Ordinance 2013-77, and replaced by the position of Administrative Services Officer, below.*

2. Police: Police officers, other than the Chief of Police and Auxiliary officers, are recommended by the Chief of Police, and appointed by the Mayor, subject to the confirmation of Village Council. After the probationary period, pursuant to Ohio Revised Code 737.17 the Mayor shall transmit to Village Council a record of the employee’s services with recommendation to remove or finally appoint the employee. Prior to initial appointment, all such officers must submit to and pass a physical examination at the cost of the Village, pursuant to Ohio Revised Code Section 737.16.

3. Auxiliary Police: The Mayor shall make all appointments and removals of auxiliary police officers, subject to any general rules prescribed by Council. Auxiliary police officers serve no probationary period and have no statutory right to continued employment. See Village of Mantua Codified Ordinances Chapter 139.01.

4. Dispatchers Full-Time: Dispatchers are recommended by the Chief of Police, and appointed by the Mayor, subject to the confirmation of Village Council. After the probationary period, the Chief of Police shall recommend to Village Council to either remove or finally appoint the employee.

Dispatchers Part-Time: Part-time dispatchers are recommended by the Chief of Police, and appointed by the Mayor. After the probationary period, The Chief of Police shall recommend to the Mayor to either remove or finally appoint the employee.

5. Clerk/Treasurer’s Office: The Clerk/Treasurer shall appoint his/her officers, agents, clerks and assistants, provided such positions are first authorized by Village Council and subject to confirmation of employee by Village Council. *The position of Assistant Clerk, under the sole supervision of the Village Clerk-Treasurer, has been abolished per Ordinance 2013-77, and replaced by the position of Administrative Services Officer, below.*

6. Administrative Services Officer: *The Administrative Services Officer shall be appointed upon the joint recommendation of the Village Administrator and the Village Clerk-Treasurer, and such appointment shall be subject to the written approval of the Mayor. The Administrative Services Officer is an “at will” employee, and 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.*

7. Other Employees: Employees not otherwise provided for in this section or in the Ohio Revised Code shall only be appointed by approval of a majority of the members elected to Council.