

Village of Mantua, Ohio
ORDINANCE 2016-42

**AN ORDINANCE ESTABLISHING THE POSITION OF FULL TIME
ADMINISTRATIVE ASSISTANT TO THE VILLAGE ADMINISTRATOR AND
DECLARING AN EMERGENCY.**

WHEREAS, the Finance Committee has recommended creation of a full-time position of Administrative Assistant to the Village Administrator due to the large amount of projects taking place within the Village and also to keep constant coverage at the Village Hall payment window.

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

SECTION 1: The position of full-time position of Administrative Assistant to the Village Administrator is hereby created effective immediately as set forth in the job description attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 2: Further terms, conditions and benefits of employment with the Village are set forth in Ordinance 2010-24, the "Village of Mantua, Portage County, Ohio Employee Handbook", as passed and subsequently amended under additional Ordinance numbers.

SECTION 3: 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 the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 4: This Ordinance is hereby declared an emergency measure, effective immediately upon its passage by at least two-thirds of the members elected to the Mantua Village Council, in order to permit immediate employment of a full-time Administrative Assistant to the Village Administrator.

PASSED IN COUNCIL this 16th day of August, 2016.

ATTEST:

Linda Clark, Mayor

Jenny August, Clerk Treasurer

I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio on this the _____ day of August, 2016.

Jenny August, Clerk Treasurer

Approved as to Legal Form

Michele Stuck, Solicitor

Village of Mantua, Ohio
ORDINANCE 2016-42

EXHIBIT A

RESPONSIBLE TO: Village Administrator

JOB DURATION: At-will employee, 40 hours per week

SALARY: Established by Council on hourly rate to be paid bi-weekly

JOB GOALS: Provide all office services for the Village Administrator and Service Committee, and to act as receptionist. All manners are to be treated with discretion, confidentiality, and tact. To expedite a smooth flow of information, communications, scheduling of equipment and supplies relative to the efficient operation of the Village Administrator's office.

PERFORMANCE RESPONSIBILITIES:

- Act as receptionist at Village Hall public assistance window. Receive sales persons, job applicants, village personnel, and the public and provide answers to questions of general nature. Answer the telephone, and keep accurate records of day to day messages.
- Maintain files pertaining to the efficient operation of the Village Administrator's office.
- Attend and provide meeting minutes for the Service Committee and Council.
- Type correspondence, reports, memorandums, and forms.
- Receive the mail and sort in mailboxes.
- Enter water meter readings and payments into the utility billing program on a daily basis, prepare the deposit of monies received from water-sewer, and give it to the Clerk-Treasurer along with reports.
- Prepare the monthly water-sewer bills for village residents and verify accuracy before mailing. When ready, prepare the postage statement and deliver to the post office counter, not the outside box. Track balance on mailing permit and submit purchase requisition to the Clerk-Treasurer when postage permit needs replenished.
- Send out monthly late notices as well as monthly shut off notices. Ensure that the Village Administrator gets notification of who is being shut off.
- Prepare the quarterly billing to the county for north and south end sewer use.
- Manage park rentals and deposits for the park facilities. Keep an updated calendar of rentals and provide updates to the Police Department and the person who is inspecting the lodge after use. Ensure that both deposits and rentals have been paid before the keys are given out. Inspect the lodge after it has been used and ensure that it is ready for the next guest. If satisfactory, create a purchase requisition for the Clerk-Treasurer to refund the deposit.
- Create notification letters for residents that need to have a tree removed from their tree lawn. Contact tree removal company, set up dates and times for removal, and collect payments for resident's portion.
- Manage the Cemetery records in the computer program as well as the cards and books in the office. Sell plots and assist in setting up burials and foundations. Collect payments for both and give to Clerk-Treasurer along with necessary documentation.
- Assist in locating information and costs associated with the operation of the service department. Create purchase requisitions for any and all of these expenditures
- Receive and record work requests as well as complaints and distribute to the proper authority.
- Process monthly and annual water-sewer reconciliation reports to the Clerk-Treasurer. Assist with the annual water quality report mailing, and Tree City reports.
- In case of employee injury, aid in completing the forms and forward to the proper authority.
- Perform other duties as directed by the Village Administrator.