

Village of Mantua, Ohio
ORDINANCE 2023-02

**AN ORDINANCE ESTABLISHING A JOB DESCRIPTION FOR THE POSITION OF
PART-TIME ADMINISTRATIVE ASSISTANT TO THE VILLAGE ADMINISTRATOR
AND DECLARING AN EMERGENCY.**

WHEREAS, the Service Committee has recommended that a part- time employee be hired to act as Administrative Assistant to the Village Administrator; and

WHEREAS, a job description for the position must be established.

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

SECTION 2. Any prior inconsistent ordinances are hereby repealed.

SECTION 3. 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 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 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 5. 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 part-time Administrative Assistant to the Village Administrator.

PASSED IN COUNCIL this 17th day of January, 2023.

ATTEST:

Linda Clark, Mayor

Maryann Fabian, Fiscal Officer

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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 January, 2023.

Maryann Fabian, Fiscal Officer

Approved as to Legal Form

Michele Stuck, Solicitor

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“EXHIBIT A”

VILLAGE ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Village Administrator

TIME REQUIREMENTS: 25-30 hours per week

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

JOB GOALS: Provide all administrative assistance for the Village Administrator. Treat all matters with discretion, confidentiality and tact. Expedite a smooth flow of information, communications, scheduling of equipment and supplies relative to the efficient operation of Village Administrator’s office. Must be able to back up the Fiscal Officer for payroll and some day to day activities in the event of vacations or illness.

PERFORMANCE RESPONSIBILITIES:

1. Main Point of Contact person for residents of the village.
2. Answer main village phone and direct calls to appropriate departments.
3. Assist Village Administrator with communications with Service Department as needed.
4. Ability to conduct research on issues that the village would like to consider
5. Assist Village Administrator with purchase requisitions.
6. Assist Village Administrator with tracking appropriation status of Service Department budget.
7. Assist Village Administrator with tracking purchase order balances.
8. Assist in locating information and costs needed to initiate requisitions pertaining to ordering materials for the Service Department.
9. Notify residents in emergency matters.
10. Receive mail and correspondence for Village Administrator.
11. Prepare the monthly Village Administrator report for Council.
12. Prepare annual Tree City Reports, proclamations
13. Receive and record work requests, complaints and distribute to proper authority.
14. Ensure correctness of Service Department time cards, enter in computer if hand written to ensure proper calculation of hours.
15. Track leave balances of Service Department employees.
16. Assist Service Department employees with paperwork related to time off, expense reimbursement, uniform allowance, worker’s comp, etc.
17. Type minutes for the monthly Service Committee and Planning Commission meetings from recordings.
18. Sending tree letters, invoices and tracking payments
19. Send paperwork to rent lodge and pavilions, keep track of park rentals & check lodge.
20. Arrange for periodic “deep cleaning” at lodge twice per year.
21. Assist in cemetery interment work orders and foundations
22. Assist Cemetery Sexton (Village Administrator) with sale of graves and give information to Fiscal Officer to create deeds.
23. Update Village & Local contact list as needed
24. Assist Village Administrator with Zoning issues and any reports required for committees
25. Attend all Board of Zoning Appeals meetings and take minutes; prepare transcripts if needed.

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26. Must learn to back up the Fiscal Officer's position in regards to payroll, receipting money, paying bills, and creating purchase orders.
27. Perform all other duties as directed by Village Administrator and/or Mayor.

DISCLAIMER: The foregoing Job Description does not constitute an Employment Contract. The position of Administrative Assistant is an "at will" position, and the employee serves at the pleasure of the Village Administrator, the Mayor and 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.