

VILLAGE OF PENINSULA, OHIO

ORDINANCE NO 3-2015

INTRODUCED BY Dee Holdy

DATE PASSED 2/19/15

AN ORDINANCE TO ESTABLISH A FULL TIME POSITION OF ADMINISTRATIVE ASSISTANT IN THE VILLAGE OF PENINSULA TO ASSIST IN ALL ASPECTS OF THE GOVERNING OF THE VILLAGE OF PENINSULA, OHIO AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Peninsula, Ohio is municipal corporation governed by the statutes of the Ohio Revised Code.

WHEREAS, the administrative duties to effectively maintain the Village government have expanded and that the creation of a fulltime position of Administrative Assistant is necessary, requiring the creation of a fulltime position of Administrative Assistant for the good of the Village.

WHEREAS, the Village Council has determined it is in the best interest of the operation of the Village government to create a fulltime position of Administrative Assistant.

Now, therefore, be it resolved by the Council of the Village of Peninsula, Summit County, Ohio that:

**Section 1.** The position of Administrative Assistant is hereby created as a fulltime position to assist in the operation of the Village government.

**Section 2.** That the duties of this position are set forth as Exhibit A and made a part of this legislation.

**Section 3.** That the compensation of this position is controlled by the Ordinance 5-2014(C) that is the pay scale passed by this Council.

**Section 4.** That the Council hereby finds and determines that all formal action relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of the Council which resulted in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements including Section 121.22 of the Ohio Revised Code.

**Section 5.** That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the Village's residents and to allow for the continued operations of the village and shall take effect and be in force from and immediately after its passage.

**Section 6.** Effective Date of this Resolution shall take effect on the 19 day of Feb. 2015.

PASSED:

ATTEST:

John Steigel  
JOHN D. STEIGEL FISCAL OFFICER

Douglas G. Mayer  
DOUGLAS G. MAYER, MAYOR

I John Stiegel, Fiscal Officer of the Village of Peninsula, Ohio, Summit County, Ohio do hereby certify that the foregoing Resolution was duly passed by the council of the Village of Peninsula, State of Ohio on the 19 day of Feb 2015.

John Steel  
FISCAL OFFICER

# Job Title: Administrative Assistant

## Reports to the Mayor of the Village

### Essential Functions and Duties

1. Answers telephones and responds or takes messages. Maintains a log of all calls received. Directs preparation of reports on behalf of the Mayor, Council and Fiscal Officer.
2. Attends all Council, Planning Commission and Board of Zoning Appeals meetings. Takes and transcribes minutes of all proceedings. Preserves the minutes. Ordinances and resolutions in an orderly manner. Prepares and posts the agenda for all meetings. Maintains and logs the official records of Council and all Boards and Commissions.
3. Provides a visible link between all Village Officials and the public. Responds to all public inquiries and or complaints. Refers these calls to the proper official or agency. Provides requested information in a timely manner.
4. Schedules meetings and appointments for the Mayor. Maintains an appointment book on his/her behalf and sends reminders when necessary.
5. Composes correspondence for the Mayor and other officials as necessary. Performs all typing and simple spreadsheets at the request of the Mayor.
6. Maintains the Village website and face book page.
7. Assists the Police Department with clerical duties when needed.
8. Acts as a backup for the Assistant to the Fiscal Officer in case of his/her absence.
9. Maintains the Village Petty Cash Fund.
10. Assists with purchasing function. Maintains simple inventory of office supplies. Orders supplies upon direction of department heads.
11. Assists in simple maintenance and upgrades of all computer equipment. Maintains copier equipment and calls for service as necessary.
12. Responsible for records retention schedule. Person will be trained if unfamiliar with this function. Responsible for records disposal when required.
13. Maintains all files in the Mayor's Office.
14. Update the employee handbook when changes are made by Council.
15. Updates contact lists as necessary.
16. Other clerical and office duties as directed by the Mayor or his/her designee.

