

VILLAGE OF PENINSULA, OHIO
RESOLUTION NO.: 05-2017 ^b
INTRODUCED BY: Deo Holts
DATE PASSED: April 16, 2017

AN EMERGENCY RESOLUTION ESTABLISHING THE POSITION OF PART-TIME ADMINISTRATIVE ASSISTANT AND SETTING FORTH THE RATE OF PAY FOR THE POSITION OF PART-TIME ADMINISTRATIVE ASSISTANT

WHEREAS, Council desires to establish the position of Part-time Administrative Assistant and set forth the rate of pay for the position.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby and herein establishes the position of Part-Time Administrative Assistant. The Administrative Assistant shall have regular weekly work hours as directed by the Mayor that shall not exceed twenty-nine hours per week. The job duties of the Administrative Assistant shall be as set forth in the Essential Functions and Duties of the Administrative Assistant that is attached hereto. The rate of pay for the position is \$12.50 per hour.

SECTION 2. All formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the residents of the Village of Peninsula for the reason that this Resolution balances Village officials' and the public's need for administrative assistance at Village Hall during the work day and the Village's financial resources that can be allocated to the position, and therefore, this Resolution shall take immediate effect upon its passage.

SECTION 4. Effective Date. This Resolution shall take effect on the 10 day of April, 2017.

IN WITNESS WHEREOF, we have hereunto set our hands this 10 day of April, 2017.

Passed: Douglas G. Mayer
Douglas G. Mayer, Mayor

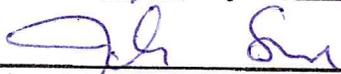
Attest: John D. Stiegel
John D. Stiegel, Fiscal Officer

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Approved as to Legal Form.

Bradric T. Bryan, Solicitor

I, John D. Stiegel, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the 16 day of Apr, 2017.



John D. Stiegel, Fiscal Officer

Posting Certificate

I, John D. Stiegel, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the 17 day of Apr, 2017, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.



John D. Stiegel, Fiscal Officer

Job Title: Administrative Assistant

Reports to the Mayor of the Village and the Fiscal Officer

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. 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.
3. Schedules meetings and appointments for the Mayor and other officials as necessary. Maintains the Mayors' appointment book on his/her behalf and sends reminders when necessary.
4. Composes correspondence for the Mayor and other officials as necessary. Performs all typing and simple spreadsheets at the request of the Mayor, and other officials as necessary.
5. Maintains the Village website and face book page.
6. Assists the Police Department with clerical duties when needed.
7. Acts as a backup for the Assistant to the Fiscal Officer in case of his/her absence.
8. Maintains the Village Petty Cash Fund.
9. Assists with purchasing functions. Maintains simple inventory of office supplies. Orders supplies upon direction of department heads.
10. Assists in simple maintenance and upgrades of all computer equipment. Maintains copier equipment and calls for service as necessary.
11. Responsible for records retention at the direction of the Fiscal Officer. Person will be trained if unfamiliar with this function. Responsible for records disposal when required.
12. Maintains all files in the Mayor's Office.
13. Update the employee handbook, and Zoning book when changes are made by Council.
14. Updates contact lists as necessary.
15. Other clerical and office duties as directed by the Mayor or his/her designee.
16. Submit ordinance amendments to Village Publishing Company as directed by Fiscal Officer.