

ORDINANCE NO. 34 - 23

By: Monique Lampke

An ordinance to establish the position of Administrative & Public Records Manager and to establish the pay range at \$27.26 per hour to \$41.61 per hour, and to declare an emergency.

WHEREAS, it is the intent of the administration to create an Administrative Manager position in order to fulfill existing administrative duties and to additionally provide cross-departmental oversight and administration of public records; and

WHEREAS, it is anticipated that this position will be filled by an existing employee, and that there will be a net neutral impact on the total number of employees;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY

Section 1.

That the position of Administrative & Public Records Manager is hereby established with the duties set forth in the job description attached hereto as Exhibit A.

Section 2.

That the pay range for this position will be \$27.26 per hour to \$41.61 per hour.

Section 3.

That this Ordinance is declared to be an emergency measure necessary for the preservation of the public health and welfare of the City of Bexley and its residents and shall go into effect upon approval by the Mayor.

Passed: _____, 2023

Troy Markham, President of Council

Attest: _____
Matt McPeck, Clerk of Council

Approved: _____, 2023

Mayor Ben Kessler

First Reading: September 12, 2023

Second Reading:

Third Reading: