

ORDINANCE NO. 105-00

By: Jed Morison

An Ordinance to establish the position of Information Systems Assistant for the City of Bexley, Ohio; to establish a salary and to establish job responsibilities and qualifications.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That the position of Information Systems Assistant is established to assist in the day to day to day operations of the City of Bexley's information systems.

Section 2. That the position shall have a salary as in the following steps:

Step 1. (Effective 1-1-2001):	\$23,000.00
Step 2. (Effective 1-1-2002):	\$24,500.00
Step 3. (Effective 1-1-2003):	\$26,100.00

and thereafter established by this Council, and, except for salary, shall be entitled to all other rights and benefits provided to salaried personnel.

Section 3. That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classifications specification set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as defined in the classification specification for Information Systems Assistant attached to and made a part of this Ordinance.

Section 4. That Schedule II of Ordinance No. 3-00 should be, and it hereby is, amended to add the new position of Information Systems Assistant to the schedule of position.

Section 5. That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed: 1-9, 2001

Ann H. Porter
President of Council

Attest: Richard A. Lewis

Approved: 1/9, 2000
David H. Madison
David H. Madison, Mayor

12-12-00 First reading
12-26-00 Second reading
1-09-01 Third reading
Passed.

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Passed: _____, 2000

Attest: _____

President of Council

Approved: _____, 2000

David H. Madison, Mayor

12-12-00 First Reading

CITY OF BEXLEY
JOB DESCRIPTION

Job Title: Information Systems Assistant
Reports To: Information Systems Manager
FLSA Status:

SUMMARY

Assists the Information Systems Manager with the day to day operation of the information systems for the City by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Day to day management of the information technology for the city will include, but will not be limited to the following:

- System security
- Data protection
- Adequate backup procedures
- User support
- Disaster recovery procedures
- The Internet and its usage
- Email/Voice Mail and its usage
- Linkages and interfaces to legacy systems
- Software programs and products
- System compatibility
- City hardware and software procurement
- Governing of Telecommunication Ordinances
- Management of city service providers
- Electronic dissemination of city information
- Support of city technology infrastructure
- Training of City personnel
- Coordinates and assists the City with the distribution of information
- Coordinates the City of Bexley Web site content

- Photographs, or coordinates the photographing of city events and landmarks; utilizes photographs for news releases, publications and permanent file
- Maintains a file of daily and weekly newspaper articles of interest to the City; scans newspapers; collects articles; provide copies to appropriate individuals
- Talks with school groups and other interested organizations; provides information on how City government functions
- Responds verbally and in writing to inquiries from the public
- Responds to telephone inquiries regarding general information concerning the City
- Participates in special projects

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribe style and format. Ability to effectively present information to top management, public groups, residents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Ohio Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate.