

ORDINANCE NO. 26 - 02

By: Mr. Rohyans

An Ordinance to establish the positions of Code Enforcement Officer/Fire Inspector, Information Systems Manager, and Building Department Assistant; to establish salaries, job responsibilities and qualifications for these positions; and to eliminate the position of Information Systems Assistant.

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

Section 1. That the position of Code Enforcement Officer/Fire Inspector is established with the job responsibilities and qualifications as provided for in the attached job description, at a salary of \$32,843, to fill the currently vacant Code Enforcement position.

Section 2. That the position of Information Systems Manager is established with the job responsibilities and qualifications as provided for in the attached job description, at a salary of \$41,600, to provide assistance in the Technology Department.

Section 3. That the position of Building Department Assistant is established with the job responsibilities and qualification as provided for in the attached job description, at a salary of \$24,500, to provide assistance in the Building Department.

Section 4. That the position of Information Systems Assistant is eliminated.

Section 5. That this Ordinance is an emergency ordinance necessary for the immediate preservation of the public health and safety, the emergency being the need to fill positions as soon as possible, and shall take effect upon its signing by the Mayor.

Passed: 4-9, 2002

Joe Muns  
President of Council

Attest: [Signature]  
Clerk of Council

Approved: 4/9, 2002

[Signature]  
David H. Madison, Mayor

3/12/02 First reading  
3/26/02 Second reading  
4/9/02 Third reading Passed.

**CITY OF BEXLEY  
JOB DESCRIPTION**

**JOB TITLE: Information Systems Manager**

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**EMPLOYEE NAME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_  
**SUPERVISOR:** Director of Technology **FLSA Status:** Non-Exempt

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**SUMMARY**

Assists the Director of Technology with the day-to-day operation of the information systems for the City by performing the following essential duties and responsibilities:

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

Designs relational databases to meet data processing needs; installs new software and hardware packages, modifies and adapts software features, structures or options to meet the needs of the department or division; writes system documentation, program specifications and/or production procedures.

Develops recommendations for system improvement and utilization; resolves security issues regarding the computer system; maintains day-to-day operation of local area network (LAN) system; provides ongoing system maintenance and evaluation; provides technical assistance to users of computer information systems; recommends solutions to administrative problems in the processing of information within the computer system.

Instructs and trains users in operation of and procedures for system; researches technical computer manuals; writes user manuals and instructions; conducts research or special projects to resolve problems of considerable scope and complexity.

Confers with system users and vendors to resolve software and hardware problems; conducts complete analysis and provides recommendations on the utilization of emerging and existing technologies.

Conducts or directs technical research for new software and hardware; provides justification and follows procurement procedures; maintenance and monitoring of the Information Systems security and data protection; assists with implementation of disaster recovery procedures.

Assists in the development and expansion of the Internet, Intranet, E-mail and Voice Mail systems; performs or schedules maintenance and repair work on electronic computer/network equipment; performs simple programming modifications using contemporary programming language.

Develop and maintain effective working relationships with associates, city officials, vendors and system users. Works independently, must organize duties efficiently and maintain accurate records.

## **SUPERVISORY RESPONSIBILITIES**

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

## **QUALIFICATION REQUIREMENTS**

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**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is completion of secondary education, two years of technical training beyond high school and one year of experience working with information systems, LANs, government data operations or any equivalent combination of training, 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 and 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 objects, tools or controls; reach with hands and arms; and talk and 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 and 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.

**EMPLOYEE:**

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**SUPERVISOR/DEPARTMENT HEAD:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**CITY OF BEXLEY  
JOB DESCRIPTION**

**JOB TITLE: Code Enforcement Officer/Fire Inspector**

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**EMPLOYEE NAME:**  
**SUPERVISOR:**

**DEPT: Building**  
**FLSA Status: Non-exempt**

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**SUMMARY**

Under supervision of the Director of Building Services, assists in the enforcement of municipal building maintenance code including receiving, investigating and resolving code violations or compliance issues; performs other related duties as required. Performs routine fire safety inspections of public and private structures within the City to detect and eliminate fire hazards.

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

**Code Enforcement:** Involved in the receipt of potential code violation complaints by phone, letter and in person, assisting in visual inspections of the City on a systematic basis to detect code violations; meet and discuss code violations with property owners, residents and contractors; document violations and prepare and issue formal notification; establish time frame for compliance.

Responds to and enforces the provisions of the Property Maintenance Code, Zoning Code, Sign Code and other relevant sections of regulatory codes.

Conducts follow-up inspections to ensure completion of corrective action; documents the results of all follow-up inspections; contacts with property owners. Prepares cases for court and testifies in court.

**Fire Inspection:** Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports listing repairs and replacements needed.

Inspects public and private structures, notes and investigates unsafe conditions and practices which might cause or increase fire hazards. Issues formal notification of violations and follows up to insure compliance.

Instructs employees in fire safety practices.

Performs tests on fire prevention equipment in plants where explosive or flammable materials are processed.

Participates in life safety inspections conducted by the building department.

**SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATION REQUIREMENTS**

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**

Associate's degree (A.A.) or equivalent from two-year college or technical school; and six months to one year related experience and/or training in building design, construction or inspection; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as drawings, safety rules, operating and maintenance instructions, procedure manuals and building codes. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have, or be able to obtain within six (6) months of hire, the State of Ohio Fire Safety Inspector Certificate. Must have valid Ohio Driver's License and ability to be insured by the City's insurance carrier.

## **OTHER SKILLS AND ABILITIES**

Must be able to work well with fellow employees, the public and suppliers. Must be able to communicate clearly and effectively, verbally and in writing. Must conduct code inspections efficiently, analyze technical problems and formulate sound solutions. Must maintain accurate documentation.

## **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 use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee frequently is required to stand, walk and taste or smell. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally 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 the 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 occasionally works near moving mechanical parts; is in high, precarious places and in outside weather conditions; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration.

**EMPLOYEE:**

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**SUPERVISOR/DEPARTMENT HEAD:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**CITY OF BEXLEY  
JOB DESCRIPTION**

**JOB TITLE: Building Department Assistant**

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**EMPLOYEE NAME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_  
**SUPERVISOR:** Director of Building Services **FLSA Status:** Non-Exempt

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**SUMMARY**

Under supervision of the Director of Building Services and the Building Department Manager, is responsible for the clerical duties supporting the Building Department.

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

1. Issues all types of permits to include building, electric, plumbing, variance, etc.
2. Provides information and assistance to public, including contractors and residents (e.g. answers telephone, takes and relays messages, operates counter, responds to inquiries, resolves routine problems, contacts residents, contractors, City officials, etc.); operates intercom or base radio to communicate with employees and staff.
3. Prepares information packets and applications for BZA, PC and MSRC.
4. Records permits, etc. on the monthly cash sheet.
5. Records data on the monthly building report.
6. Creates forms for permits and applications.
7. Prepares building plans for review and permit processing.
8. Schedules inspections for building inspector and electrical inspector
9. Locates sewer and water tap locations.
10. Performs routine clerical duties (e.g. opens and sorts mail, copies, sends facsimiles, files and retrieves documents).
11. Researches Building Department files for information on permits, Zoning and Planning Commission actions, ordinances and resolutions.
12. Operates office equipment, including computer, copier, fax machine, typewriter and calculator.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATION REQUIREMENTS**

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**

High school diploma or general education degree (GED) and one year secretarial/computer training and one year related experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and building/zoning codes. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**OTHER SKILLS AND ABILITIES**

Knowledge of office practice and procedures and departmental policies and procedures. Ability to develop and maintain effective working relationships with supervisor, associates and general public; communicate effectively, type quickly and accurately; follow oral and written instructions. Skill in operation of job-related equipment, especially computer, calculator, microfiche, reader/printer, copy machine and base radio.

**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 use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel and crouch.

**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.

The noise level in the work environment is usually quiet.

**EMPLOYEE:**

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**SUPERVISOR/DEPARTMENT HEAD:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_