

RESOLUTION NO. 13 -03

By: Rick Weber

A Resolution authorizing the hiring of one (1) Administrative Assistant to the Recreation Director to maintain Recreation activities and to declare an emergency.

Whereas, Council has previously placed a freeze on hiring by all departments: and,

Whereas, the Administrative Assistant position is vacant and this Council has determined that is in the public interest to maintain the position; and,

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

Section 1. That the Recreation Department is hereby authorized to hire one Administrative Assistant.

Section 2. That this Resolution is an emergency measure necessary for the immediate preservation of the peace, health and safety, said emergency being the need to restore the Department to its authorized staffing level at the earliest possible date, and shall go into effect upon its passage and approval by the Mayor.

Passed: 7.22, 2003

Jed Morison
President of Council

Attest: [Signature]
Clerk of Council

7.22.03 First Reading
Three Reading rule
Suspended Passed.

Approved 7/22, 2003

[Signature]
David H. Madison, Mayor

**CITY OF BEXLEY
CLASSIFICATION SPECIFICATION**

Administrative Assistant

Job Responsibilities:

Under direction, serves as secretary to department head; types correspondence, reports, forms, memos, etc.; takes and transcribes minutes of meetings and/or dictation; performs bookkeeping functions, as well as, payroll and accounts payable and accounts receivable; provides assistance and information to general public; performs other related duties as required.

Qualifications:

Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position is completion of secondary education supplemented by courses in typing and general business plus secretarial experience, or equivalent.

Essential Job Functions:

Type correspondence, reports, forms, lists, purchase orders and other related documentation; arrange meetings.

Provide information and assistance to public as necessary (e.g. answer telephone, take and relay messages, greet public, respond to inquiries, resolve routine problems, contact residents, contractors, City officials, etc.).

Prepare and maintain files, records and reports(e.g. notices, agendas, annual reports, and contracts; take and transcribe dictation, minutes of meetings, etc.

Check and verify various data such as financial data, personnel leave records, payroll records, Civil service records.

Perform routine clerical duties (e.g. open and sort mail, copy, file and retrieve documents, order supplies and forms).

Design and organize Recreation Brochures of program offerings and work with Bexley businesses for advertisements within the brochure.

Cooperate with local media services to advertise recreational activities.

Maintain historical data on Jeffrey Mansion.

Operate office equipment such as typewriter, copier, calculator and computer.

Knowledge, Skills and Abilities Necessary to Perform Duties:

Knowledge of office practices and procedures; English grammar, spelling and punctuation; bookkeeping. Skill in typing.

Ability to follow oral and written instructions; type quickly and accurately; develop and maintain effective working relationships with associates, supervisor and general public; communicate effectively; operate job-related equipment (e.g. copier, calculator, typewriter, computer); take and transcribe dictation; prepare and maintain accurate documentation; add, subtract, multiply, divide fractions, decimals and percentages; file materials in alphabetical, numerical and chronological order.

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; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk.

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.

The noise level in the work environment is usually moderate.