

ORDINANCE NO. 90-06

By: Mr. Lampke

An Ordinance to establish the position of Office Assistant; to establish the salary range, job responsibilities and qualifications for this position, to appropriate \$6,000.00 from the unencumbered General Fund and to declare an emergency.

Whereas, Ordinance No. 1-05 permitted the hiring of an "Office Assistant" to act as a floater filling positions during employee illnesses and absences; and,

Whereas, a job description and salary range was not established; and,

Whereas, money was not appropriated in the City Hall budget to cover the position. **NOW, THEREFORE,**

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

Section 1. That the position of Office Assistant is established with the job responsibilities and qualifications as provided for in the attached job description, with a salary range of \$10.00 - \$15.00 per hour.

Section 2. That the amount of \$6,000.00 is appropriated from the unencumbered General Fund for the purpose of paying for the position for the remainder of the year 2006.

Section 3. 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 the position as soon as possible, and shall take effect upon its signing by the Mayor

Passed: _____, 2006

Attest: 
Clerk of Council

President of Council

11-14-06 First Reading
11-28-06 Second Reading

Approved: _____, 2006

David H. Madison, Mayor

Sara Corey
1/3/05 hire date

Jan / Mumby
Baby
Foot

ORDINANCE NO. 1 -05

By: Ms. MacMurray

An Ordinance to appropriate ~~\$12,000~~ from the unencumbered General Fund and ~~\$3,000~~ from the unencumbered Recreation Fund for the purpose of paying the salary for a part-time Office Assistant to fill positions during employee illnesses and other absences, and to declare an emergency

Whereas, the City has determined a need to have part-time assistance during periods of employee absence due to illness, pregnancy, and other reasons

Whereas, the best job description to meet that need is the position of Office Assistant.
NOW, THEREFORE,

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

Section 1. That the amount of \$12,000 should be and hereby is appropriated from the unencumbered General Fund for and \$3,000.00 from the unencumbered Recreation Fund for the purpose of paying the salary for a part-time Office Assistant to fill positions ~~during employee illnesses and other absences.~~

Section 2. That this Ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and safety, said emergency being the necessity of having part-time assistance to maintain the operation of the City and shall be in force immediately upon its passage and approval by the Mayor.

Passed: _____, 2005

President of Council

Attest: _____
Clerk of Council

Approved: _____, 2005

David H. Madison, Mayor

1/11/05
passed
suspend 9

Sara Corey normally
20 hrs w/ky

CITY OF BEXLEY
Job Description

JOB TITLE: Secretary I (Floater)

PAY GRADE:

DEPT: Administration

EMPLOYEE NAME:

DIVISION:

SUPERVISOR: Service Director/Designee

SUMMARY:

Under general supervision, serves as secretary to assigned staff; types correspondence, reports, forms, permits, memos, etc. May provide receptionist duties. Provides assistance and information to general public, if assigned; performs other related duties as required.

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

- 16-75% Responsible for organization and completion of all clerical tasks within the assigned area (i.e., typing, filing, sorting, copying, etc.). Operate word processing software. May be responsible for composing correspondence, working with payroll, time cards or personnel files. May be assigned administrative duties, purchase order preparation and departmental accounting.
- 0-15% Interact with citizens, other employees, other agencies, supervisors, administration, etc., as necessary; provide information as requested.

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 to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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 commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

OTHER SKILLS and ABILITIES:

Must be computer literate. Must have excellent grammar skills

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

The employee must occasionally lift and/or move up to 10 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.

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

Date: _____

SUPERVISOR/DEPARTMENT HEAD:

Signature

Date: _____