

ORDINANCE NO. 28-17

AN ORDINANCE AMENDING SECTIONS 31.03, 31.05 AND 31.07.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE ADMINISTRATIVE OFFICE MANAGER POSITION AND ACCEPTING THE AMENDED JOB DESCRIPTION.

WHEREAS: Section **31.03 Salaries** of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows:

Salaries (Salaries are paid bi-weekly for the two weeks ended two weeks prior to payday)

101	37,067.47
102	41,427.97
103	49,845.00
104	54,796.60
105	56,894.40
106	64,228.19
107	70,367.75
108	115,415.88
109	117,131.15

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Mayor's Office:

MAYOR'S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 104 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

Ord. 273-05, 7-06, 47-06, 134-11

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section **31.03 Salaries** of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows:

Salaries (Salaries are paid bi-weekly for the two weeks ended two weeks prior to payday)

101	37,067.47
102	41,427.97
103	49,845.00

104	54,796.60
105	56,894.40
106	64,228.19
107	70,367.75
108	115,415.88
109	117,131.15
110	42,910.40 minimum – 54,745.60 maximum

SEC. 2: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows, pertaining to new appointments to the Mayor’s Office:

MAYOR’S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 110 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

Ord. 273-05, 7-06, 47-06, 134-11, **28-17**

SEC. 3: That in accordance with Section 31.07, the job description for Administrative Office Manager is hereby accepted and approved.

SEC. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 5: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: February 27, 2017

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 28, 2017

SIGNED: Dennis Hanwell
Mayor

Effective date: March 29, 2017

THE CITY OF MEDINA
JOB DESCRIPTION

NEW
ORD. 28-17
Exh. A

TITLE: Administrative Office Manager
REPORTS TO: Mayor or Service Director
DEPARTMENT/DIVISION: Mayor
CIVIL SERVICES STATUS: Unclassified
JOB STATUS: Full-time
EXEMPT STATUS: Exempt

CLASSIFICATION FEATURES: The individual in this classification performs a wide variety of management, administrative and clerical duties of a sensitive nature. Duties may frequently involve detailed analysis of complex information and independent judgment. This individual may be required to make public appearances on behalf of the Mayor or Service Director. Work is performed under the general direction of the Mayor or Service Director.

ESSENTIAL JOB FUNCTIONS:

Uses a computer to type correspondence and personally composes routine replies to complaints and comments received.

Manages equipment and vehicle inventory and prepares purchase orders and requisitions.

Schedules usage of City facilities including fire stations, the gazebo, meeting rooms, wall space and display cases.

Manages the Service Department clerical personnel.

Coordinates clerical staff needs for City Hall.

Acts as liaison among Council, Mayor and Finance Department.

Collects accident and incident reports and files reports with insurance carriers.

Prepares proclamations for Mayor's signature.

Prepares bid specifications and legal notices **for various departments.**

Attends bid openings. ~~and serves as recorder.~~

Prepares payroll for Mayor's Office **and Public Buildings.** ~~Service and Economic Development Departments and Planning and Zoning.~~

Monitors Mayor's Office budget and Public Buildings' **budget.**

Prepares budget worksheets for Service Department and Mayor's Office.

Assists various City boards, commissions and committees including, **but not limited to,** Records Retention, Board of Control, Uptown Park Advisory, and Utility Rate Review **and Bicentennial Committee.**

Manages the building telephone system and City cell phones.

Schedules appointment for the Mayor.

Maintains regular and consistent attendance.

Serves as Law Department clerical back up as required and assists Law Director as needed.

~~Serves as cemetery clerk by selling lots and preparing deeds.~~ **Prepares cemetery deeds.**

Organizes City's liability insurance annually and ensures all City vehicles are insured properly.

Organizes and advertises for health care insurance brokers every five years.

Collects parade **permits**, and block party permits and **Uptown Park permits**.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable experience in performing clerical work of a progressively responsible nature.

High school diploma or GED required. Prefer **graduation from a college or university with college coursework in business administration, business practices, public administration**, computer operations ~~word processing and business practices~~ or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Office management practices and procedures; and
- Scope of authority of City departments and offices as related to the handling and disposition of complaints.

Skilled in:

- Abstract thought processes;
- Business English, spelling and math;
- Staffing clerical workers according to department needs; and
- Managing and coordinating department budgets.

Ability to:

- Make decisions in accordance with laws, ordinances, regulations, and departmental policy;
- Maintain accurate confidential and public records;

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Read and write reports, correspondence, instructions and other business documents;
- Understand and follow complex oral and written instructions; and
- Communicate effectively in writing and orally with co-workers, supervisors and the general public;
- **Handle citizens questions, concerns and assists in resolution of the same;**
- **Update City website/ Facebook as needed.**

PHYSICAL DEMANDS:

This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the work day at a desk or computer station. The position includes a high incidence of interaction with citizens, government officials and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: Computer, copier, cell phone, multi-line telephone

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

THE CITY OF MEDINA
JOB DESCRIPTION

OLD

TITLE: Administrative Office Manager
REPORTS TO: Mayor or Service Director
DEPARTMENT/DIVISION: Mayor
CIVIL SERVICES STATUS: Unclassified
JOB STATUS: Full-time
EXEMPT STATUS: Exempt

CLASSIFICATION FEATURES: The individual in this classification performs a wide variety of management, administrative and clerical duties of a sensitive nature. Duties may frequently involve detailed analysis of complex information and independent judgment. This individual may be required to make public appearances on behalf of the Mayor or Service Director. Work is performed under the general direction of the Mayor or Service Director.

ESSENTIAL JOB FUNCTIONS:

Uses a computer to type correspondence and personally composes routine replies to complaints and comments received.

Manages equipment and vehicle inventory and prepares purchase orders and requisitions.

Schedules usage of City facilities including fire stations, the gazebo, meeting rooms, wall space and display cases.

Manages the Service Department clerical personnel.

Coordinates clerical staff needs for City Hall.

Acts as liaison among Council, Mayor and Finance Department.

Collects accident and incident reports and files reports with insurance carriers.

Prepares proclamations for Mayor's signature.

Prepares bid specifications and legal notices.

Attends bid openings and serves as recorder.

Prepares payroll for Mayor's Office, Service and Economic Development Departments and Planning and Zoning.

Monitors Mayor's office budget and public buildings.

Assists various City boards, commissions and committees including Records, Retention, Board of Control, Uptown Park Advisory and Utility Rate Review.

Manages the building telephone system and City cell phones.

Schedules appointment for the Mayor.

Maintains regular and consistent attendance.

Serves as Law Department clerical back up as required and assists Law Director as needed.

Serves as cemetery clerk by selling lots and preparing deeds.

Organizes City's liability insurance annually and ensures all City vehicles are insured properly.

Collects parade and block party permits.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable experience in performing clerical work of a progressively responsible nature.

High school diploma or GED required. Prefer college coursework in computer operations, word processing and business practices or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Office management practices and procedures; and
- Scope of authority of City departments and offices as related to the handling and disposition of complaints.

Skilled in:

- Abstract thought processes;
- Business English, spelling and math;
- Staffing clerical workers according to department needs; and
- Managing and coordinating department budgets.

Ability to:

- Make decisions in accordance with laws, ordinances, regulations, and departmental policy;
- Maintain accurate confidential and public records;

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Read and write reports, correspondence, instructions and other business documents;
- Understand and follow complex oral and written instructions; and
- Communicate effectively in writing and orally with co-workers, supervisors and the general public.

PHYSICAL DEMANDS:

This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the work day at a desk or computer station. The position includes a high incidence of interaction with citizens, government officials and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____