

ORDINANCE NO. 2025-20

AN ORDINANCE AMENDING THE RESPONSIBILITIES AND DUTIES OF THE VILLAGE FISCAL OFFICER AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

WHEREAS, the Village of DeGraff (the "Village") Fiscal Officer duties are currently as set forth in R.C. § 733.262 and as set forth in the attached and incorporated Exhibit A;

WHEREAS, the Village previously modified the duties and salary of the Village Fiscal Officer to include the duties of the Utility Clerk;

WHEREAS, the Village Fiscal Officer had already undertaken the additional duties since January 25, 2021;

WHEREAS, due to the combined volume of responsibilities associated with the Village Fiscal Officer and Utility Clerk, the Village now seeks to amend the responsibilities and job duties of the Fiscal Officer to remove responsibility of the Fiscal officer to perform duties of the Utility Clerk, as set forth in prior Ordinance Nos. 2021-09 and 2021-13;

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF DEGRAFF, OHIO:

SECTION I: The duties of the Fiscal Officer are hereby amended to remove the responsibility of the Fiscal Officer to perform the duties of the Village Utility Clerk. Henceforth, the Village Fiscal Officer shall perform the duties established by law for the Village Clerk and Village Treasurer and any other duties and/or responsibilities consistent with the nature of the office of Village Clerk and or Village Treasurer as set forth in the Ohio Revised Code and as set forth in the attached and incorporated Exhibit A. That said duties shall henceforth be permanent, unless modified by the Village Council by way of Ordinance.

SECTION II: That this Ordinance is hereby declared to be an emergency measure made necessary to protect the health, safety and welfare of the Village of DeGraff, Ohio, provide for its continuous uninterrupted services, and to allow for the modification of the duties and salary of the Village Fiscal Officer at the earliest possible time: and it shall, therefore, be in force and take effect immediately upon its passage and signature by the Mayor.

PASSED: 05/20/2025

Glenn Kean
President of Council

APPROVED: 05/20/2025

Stephanie D. Shorne
Mayor

ATTEST: 05/20/2025

Kaitlyn M. Bailey
Fiscal Officer

I, Kaitlyn M. Bailey, Clerk of the Village of DeGraff, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance No. 2025-20 Passed by Council of said Village on the 20 day of May, 2025.

POSITION DESCRIPTION

Fiscal Officer

General Purpose:

The duties of the Fiscal Officer of the Village of DeGraff is to perform all of the tasks required of the Clerk-Treasurer of any Village such as keep the books of the Village, present accurate statements of all moneys received and expended, keep records of property and any income from them and all taxes and assessments of the Village. The Fiscal Officer also will perform any other duties given to Village Clerk-Treasurers under the general laws of Ohio.

Supervision Received:

This position works under the supervision of the Council.

Supervision Administered:

The Fiscal Officer will supervise the Tax Commissioner, any administrative assistant or other personnel assigned to the officer by the Council.

FLSA Status:

Exempt Salary

Essential Duties:

Keeps the financial records of the Village, establish the accounting system, financial records and reports to be used by the Village.

Receive and deposit funds that are received by the Village.

Prepare and sign all checks for payments and payroll.

Maintains personnel files, including records of payroll, and all benefits.

Prepares and distributes various monthly, quarterly, and annual reports as required by law.

Monthly balances all financial records and bank statements and provide copies to Council.

Provides information and assist the state auditors at the bi-annual audit.

Performs all tasks related to the Clerk of Council, including maintenance of records of proceedings of the Council, maintenance of all Ordinances and Resolutions as passed by Council, notification to the public of regular or special Council meetings, and attendance at all Council and Finance Committee meetings.

Works with the Village Administrator in the preparation of the annual Budget, and presents the annual budget to the Council Finance Committee for review.

Prepares the annual appropriations for the Finance Committee and Council to review.

Maintains all employee records as Personnel Officer of the Village of DeGraff.

Maintains all HIPPA information as the HIPPA Officer of the Village of DeGraff.

Maintains the purchasing policy.

Assists all other Committees or personnel as needed.

Peripheral Duties:

Performs duties as assigned and or requested by the Village Administrator or Council.

The employee may be requested to perform other duties as required.

Qualifications:

Education and Experience:

1. High School Diploma
2. Four (4) years' experience in financial administration or
3. Two (2) years' experience in municipal finance administration.
4. Any equivalent combination of education and work experience which indicates possession of the skills, knowledge and abilities to perform the duties of the Village Fiscal Officer.

Necessary Knowledge, Skills, and Abilities:

1. Comprehensive knowledge of fundamental account procedures.
2. Comprehensive knowledge of budgetary process.
3. Comprehensive knowledge of municipal government structure and process.
4. Knowledge of supervision and management.
5. Ability to prepare technical reports and financial analyses.
6. Good computer skills.
7. Communication skills.
8. Operate a motor vehicle.

Equipment Used:

Office equipment including but not limited to computers, calculators, policies, and regulations.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of the position the employee is frequently required to sit and talk or hear, use hands to fingers, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk and drive a car. The employee must occasionally lift and/ or move up to 25 pounds. Specific vision abilities required by the position include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individual with disabilities to perform the essential job functions.—

Work Environment:

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderately quiet and is similar to other general administrative offices.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines:

Formal application, rating of education and experience, oral interviews and reference check. Job related testing may also be required.

The duties listed above for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute employment agreements between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

Revised:04/15/2019