

ORDINANCE NO. 2025-21

AN ORDINANCE AUTHORIZING AND CREATING TWO (2) PART-TIME UTILITY CLERK POSITIONS FOR THE VILLAGE OF DEGRAFF, OHIO, REPEALING PRIOR ORDINANCE NO. 20-40, AND AUTHORIZING THE HIRING OF SAID NEW PART-TIME POSITIONS AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

WHEREAS, the Village of DeGraff requires assistance from time-to-time, to cover vacations, illnesses, or other unexpected manpower issues within the office of the Village Utility Clerk;

WHEREAS, the Village of DeGraff desires to hire appropriate staff to cover said vacations, illnesses, or other unexpected manpower issues within the office of the Village Utility Clerk;

WHEREAS, as a result of the foregoing, the Village of DeGraff believes it is necessary, for the proper administration and delivery of Village utility services, to create and hire a part-time utility clerk position for the Village of DeGraff;

WHEREAS, the Village of DeGraff previously provided for a part-time utility clerk position, to assist the Village Fiscal Officer with Utility Clerk Duties, within the Village of DeGraff by way of Ordinance No. 20-40.

WHEREAS, the Village of DeGraff amended the duties of the Fiscal Officer to remove any utility clerk responsibilities, and, as such requires additional assistance of a second part-time utility clerk.

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

SECTION I: That there is hereby authorized and created two (2) part-time utility clerk positions for purposes of providing assistance to the Village Administrator for the efficient operation of the Village utility service, and Village of DeGraff, Ohio, and the Village Administrator be, and hereby is, authorized and directed to hire part-time utility clerks. The positions shall be known as "Part-Time Utility Clerk A" and "Part-Time Utility Clerk B." The duties of both part time utility clerks shall be consistent with the attached Exhibit A.

SECTION II: Ordinance No. 20-40 is REPEALED in its entirety.

SECTION III: The aforementioned Part-Time Utility Clerk A and Part-Time Utility Clerk B will be at-will, and each will serve at the will / direction of the Village Administrator

and/or Mayor, for no more than twenty-six (26) hours per week, each, in any given week. The pay for Part-Time Utility Clerk A and Part-Time Utility Clerk B shall be \$18.00 per hour, with no additional employment benefits. Part-Time Utility Clerk A and Part-Time Utility Clerk B shall be paid equally from the water and sewer operating funds. The Village of DeGraff shall pay all costs involved to maintain Part-Time Utility Clerk A and Part-Time Utility Clerk B's enrollment in the Public Employees Retirement System (OPERS) and Bureau of Workers Compensation (BWC).

SECTION IV: 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 hiring of said new part-time utility clerk 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 Osborne

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. 2025-21 Passed by Council of said Village on the 20TH day of May, 2025.

**Village of DeGraff
Part Time Utility Clerk Job Description and Position
05/20/2025**

Status: Part Time, non exempt
Starting Pay: \$18.00 hour, No Benefits

Minimum Qualifications / Requirements:

Must be high school graduate (or GED)
Must be able to pass Background check and Drug Screen
Must be able to obtain Insurance Bonding.

Duties:

General Receptionist:

Answering phone calls for general questions and / or directing to proper personnel.

Water Bills:

Preparing money till each morning
Processing walk-in payments
Processing drop box payments
Taking deposits to bank after certified by fiscal officer
Printing water bills
Updating system with customers information
Set up of new water
Close out of water accounts
Uploading water meter readings
Keeping Village Administrator and Utilities committee updated on delinquent on monthly reports
Assisting Fiscal officer as needed
Assisting Mayor, Village Administrator and Council members
Collecting work orders as needed
Weekly general office cleaning bathrooms, vacuuming, dusting, empty trash and making chambers presentable
Other duties or responsibilities as needed
Dress is casual business. Be courteous, friendly, punctual, and willing to listen to residents
Be neutral when dealing with officials and be CONFIDENTIAL in all matters