

ORDINANCE NO. 2024-23

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE POSITION OF VILLAGE ADMINISTRATOR AND DECLARING AN EMERGENCY.

WHEREAS, this Council previously determined that the position of the Village Administrator shall be a full-time, salaried position; and

WHEREAS, the Council previously set forth the job description of the Village Administrator; and

WHEREAS, the Council believes it is necessary that the job description of the Village Administrator must again be revised in order to reflect changes in the Ohio Revised Code.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of DeGraff, Logan County, Ohio that:

SECTION 1: The job description of the Village Administrator for the Village of DeGraff is hereby adopted as set forth in “Exhibit A”, attached hereto and incorporated herein by reference.

SECTION 2: This council finds and determines that all formal actions of this council, concerning and relating to the passage of this Ordinance, were taken in an open meeting of this Council, and that all deliberations of this council and of any committees that resulted in those formal actions, were in meetings open to the public in compliance with the law.

SECTION 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety, and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

PASSED: _____ **APPROVED:** _____

ATTEST: _____

MAYOR:

STEPHANIE ORSBORNE

FISCAL OFFICER:

KASSANDRA STALEY

PRESIDENT OF COUNCIL: _____

Village of DeGraff, Ohio
ORDINANCE NO. 2024-23

“EXHIBIT A”

JOB DESCRIPTION
POSITION:
Village of Administrator

POSITION TITLE: Village Administrator.

HOURS AND RATE OF PAY: The Village Administrator is contemplated to be a full time position of approximately 40 hours per week. However, additional hours may be required, and employee is required to be on-call 24 hours per day. Rate of pay shall be as follows:

Starting: Salary of \$75,000.00 per year. Upon successful completion of six-month probationary period, and periodically thereafter, pay may be reconsidered within the limits set forth in the Village of DeGraff Pay Scale Ordinance.

POSITION SUMMARY: The position of Village Administrator is created by authority of Ohio Revised Code 735.273 and shall include the duties and responsibilities as outlined below.

POWERS AND DUTIES: The Village Administrator shall have the powers, duties and functions as provided by the general laws of the State of Ohio, including, but not limited to, the following:

The Village Administrator appointed under Section 735.271 of the Revised Code shall manage, conduct, and control the water and sewer works, or other similar public utilities. The rates for service and charges for municipally owned utilities shall be determined by the legislative authority of the village.

Is responsible for the effective operation, coordination and oversight of services provided by the Village such as snow removal and street maintenance; mowing, maintenance of village governmental and public buildings and facilities, park and cemetery; brush and leaf pickup; storm and sanitary sewer systems, water treatment and distribution and waste water treatment, and shall supervise the improvement and repair of the above.

The Village Administrator may make such bylaws and regulations as he deems necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. Such bylaws and regulations, when not inconsistent with village ordinances and resolutions or the constitution of this state, shall have the same validity as ordinances.

The Village Administrator shall have the same powers and preform the same duties as are provided in sections 743.05 to 743.07, inclusive, 743.10, 743.11, 743.18 and 743.24 of the Revised Code, and shall preform all duties and shall have all powers of boards of public affairs and street commissioners as prescribed by law, except as otherwise provided by sections 735.271 through 735.273 of the Revised Code.

The village administrator shall have the authority to make contracts, purchase supplies and materials, and provide labor for any work under the administrator's supervision involving not more than the amount specified in section 9.17 of the Revised Code. When an expenditure, other than the compensation of persons employed by the village, exceeds the amount specified in section 9.17 of the Revised Code, the expenditure shall first be authorized and directed by ordinance of the legislative authority of the village, as proscribed by R.C. § 731.141. The Village Administrator shall otherwise comply with the provisions of R.C. § 731.141 not specifically stated herein.

Contracts and purchases in excess of the amount set forth in Section 9.17 of the Revised Code shall be made in conformance with Ohio Revised Sections 735.05 through 735.07 and all other relevant provisions of law.

The Village Administrator shall appoint officers, employees, agents, clerks, and assistants, provided such positions are first authorized by the legislative authority of the village; but such appointments shall be subject to approval by the Mayor. Such appointments and the Mayor's approval thereof shall be in writing; and shall be filed with the village clerk.

Directs, supervises and coordinates work activities of all employees under position supervision, and determines and assigns work projects as well as work schedules for said employees.

Creates a supportive and responsive work environment for employees, which include regular staff meetings, employee evaluations and implementation of performance improvement plans as needed.

Is responsible for employee motivation and discipline including coaching, corrective counseling and oral or written reprimands, suspensions or terminations in accordance with established policies. Shall comply with all provisions of the Village of DeGraff Employee Handbook and ensure that all employees under his supervision are in compliance with same.

Serves as a strong liaison between the Village of DeGraff and other municipalities, Logan County and other surrounding counties as necessary.

Works with the Clerk to establish annual balanced budget, works to control cost and increase revenue and collection. Develop, maintain, manage and control budget under position authority.

Receives residents' suggestions and complaints and works toward acceptable solutions.

Communicates with the Mayor, and Village Council on a regular basis to advise of project status and accomplishments and when required prepares written reports.

Performs other related duties as assigned by the Mayor.

SUPERVISION: The Village Administrator shall be under the general supervision and control of the Mayor, and shall have such other powers and duties as are prescribed by ordinance or by law and which are not inconsistent with the relevant laws of the State of Ohio.

DISCLAIMER: The foregoing Job Description does not constitute an Employment Contract. The position of Village Administrator is "at will", and the Village Administrator serves at the pleasure of the Mayor and Council.

The requirements listed 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. This Job Description is intended to identify and illustrate the kinds of duties that may be assigned to an employee holding such a position and is not to be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extend of assignments such individuals may be given.

BENEFITS: As a full-time employee of the Village of DeGraff, the Village Administrator is entitled to the benefits offered to the full-time employees of the Village.

I acknowledge that I have received, read, and understand the contents of this Job Description.

Signature

Date

Printed Name