

ORDINANCE NO. 111-22

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE PERMANENT FULL-TIME, CLASSIFIED POSITION OF CLERK/SECRETARY II AND TO ADOPT THE NEW CLASSIFICATION SPECIFICATION FOR SAME AND DECLARING AN EMERGENCY

WHEREAS, Avon Codified Ordinance §256.04 sets forth the Classified and Unclassified positions of employment within the City and §256.98 sets forth the Classification Specifications for these various positions; and

WHEREAS, the full-time, classified position of “Clerk/Secretary II” needs to be created to perform certain functions associated with the City Administration as outlined in Exhibit A’s classification specification; and

WHEREAS, the Administration seeks to have Council adopt an amendment to §256.04 and §256.98 to facilitate the adoption of a classification specification for this position; and

WHEREAS, Council, after reviewing the proposed full-time position of Clerk/Secretary II finds that the goals sought to be achieved by the Administration with the creation of this position to be in the best interests of the health, safety and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 256.04 which currently reads as follows:

Classified and Unclassified Positions

- ** Director of Law
- * Clerk of Council
- ** Assistant Clerk of Council
- * Mayor’s Secretary
- ** Treasurer
- * Director of Finance
- * †† Assistant Finance Director
- ** Payroll/Human Resources Clerk
- ** Human Resources/Finance Specialist
- * Human Resources Specialist
- ** Human Resources Specialist
- * Technology/Communications Coordinator
- Information Technology Technician
- ** Information Technology Technician
- Information Technology Technician-in-Training
- Finance Clerk 1
- ** Accounts Payable Clerk
- Cash Receipts Clerk
- ** Income Tax Compliance Officer

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- ** Temporary Summer Intern
- ** Temporary Student Intern
- ** Temporary Seasonal Employee
- ** Seasonal Recreation Specialist
- ** Seasonal Program Specialist
- * Senior Center Coordinator
- ** Senior Center Activity Planner
- ** Senior Center Transit Driver/Maintenance
- ** Senior Center Transit Driver
- ** Senior Center Transit Driver/CDL
- ** Senior Center Transit Scheduler
- ** Planning Coordinator
- * Economic Development Coordinator/Assistant Planning Coordinator
- ** ADA Coordinator
- ** Clerk of Courts
- * Clerk of Courts
- Clerk/Secretary
- ** Community Center Coordinator
- ** General Clerk
- Facilities Maintenance Worker
- ** Facilities Maintenance Worker
- †††
- ** Recreation Coordinator
- ** Recreation Supervisor
- * Grounds Manager
- Parks Crew Leader
- Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- ** Aquatics Coordinator
- ** Seasonal Pool Manager
- ** Seasonal Pool Supervisor
- ** Seasonal Pool Technician
- ** Seasonal Lifeguard
- ** Seasonal Cashier
- * Director of Public Service
- * Superintendent of Streets
- * Assistant Superintendent of Streets
- * Traffic Signal/Electrical Manager
- Street Crew Leader
- Equipment Operator 2
- Equipment Operator 1
- Laborer
- ** Laborer
- *† Superintendent of Utilities
- * Superintendent-in-Training/Public Utilities

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- * Administrative Assistant to the Superintendent of Utilities
- Assistant Superintendent of Utilities
- Utilities Crew Leader
- Water and Sewerline Maintenance Worker
- Utilities Billing Clerk 1
- * City Engineer
- ** Project Manager
- * Director of Public Safety
- * Chief Building Official
- * Building Inspector (Certified)
- * Building Inspector (Non-Certified)
- * Zoning Enforcement Officer
- ** Zoning Enforcement Officer
- Police Chief
- Police Captain
- Administrative Assistant to the Police Chief
- Police Lieutenant
- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- * School Resource/Crime Prevention Officer
- Communications Manager - Police Department
- Public Information Officer - Police Department
- Community Service Officer
- Police Dispatcher
- ** Police Dispatcher
- ** Animal Care and Control Officer
- Fire Chief
- Assistant Fire Chief
- Fire Captain/Paramedic
- Fire Lieutenant/Paramedic
- Firefighter/Paramedic
- ** Intermittent Firefighter/Paramedic
- * Administrative Assistant/Dispatcher
- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- †† This position shall remain classified until vacated by June Mitchell
- ††† This position was removed from the Charter on November 7, 2018

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96; Ord. 93-97. Passed 5-27-97; Ord. 94-97. Passed 5-27-97; Ord. 185-00. Passed 1-22-01; Ord. 96-01. Passed 6-25-01; Ord. 6-03. Passed 1-27-03; Ord. 74-05. Passed 6-27-05; Ord. 141-06. Passed 11-13-06; Ord. 99-07. Passed 7-9-07; Ord. 69-08. Passed 6-23-08; Ord. 16-09. Passed 2-9-09; Ord.

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17-09. Passed 2-9-09; Ord. 93-09. Passed 6-22-09; Ord. 130-09. Passed 11-23-09; Ord. 1-10. Passed 1-4-10; Ord. 20-10. Passed 3-8-10; Ord. 88-10. Passed 9-27-10; Ord. 39-11. Passed 4-25-11; Ord. 49-11. Passed 5-9-11; Ord. 118-11. Passed 12-12-11; Ord. 119-11. Passed 12-12-11; Ord. 42-12. Passed 5-14-12; Ord. 86-12. Passed 8-13-12; Ord. 32-13. Passed 3-25-13; Ord. 66-13. Passed 5-28-13; Ord. 79-13. Passed 6-10-13; Ord. 24-14. Passed 2-14-14; Ord. 46-14. Passed 4-28-14; Ord. 51-14. Passed 5-12-14; Ord. 53-14. Passed 5-12-14; Ord. 55-14. Passed 5-12-14; Ord. 68-14. Passed 6-9-14; Ord. 81-14. Passed 7-14-14; Ord. 109-14. Passed 9-8-14; Ord. 132-14. Passed 11-3-14; Ord. 151-14. Passed 12-22-14; Ord. 9-15. Passed 2-9-15; Ord. 11-15. Passed 1-26-15; Ord. 30-15. Passed 3-23-15; Ord. 31-15. Passed 3-23-15; Ord. 32-15. Passed 3-23-15; Ord. 34-15. Passed 3-23-15; Ord. 85-15. Passed 6-22-15; Ord. 87-15. Passed 6-22-15; Ord. 95-15. Passed 7-13-15; Ord. 153-15. Passed 12-14-15; Ord. 33-16. Passed 3-14-16; Ord. 62-16. Passed 5-23-16; Ord. 100-16. Passed 9-26-16; Ord. 9-17. Passed 2-27-17; Ord. 16-17. Passed 3-13-17; Ord. 28-17. Passed 4-10-17; Ord. 30-18. Passed 4-23-18; Ord. 73-18. Passed 9-10-18; Ord. 75-18. Passed 9-10-18; Ord. 77-18. Passed 9-10-18; Ord. 4-19. Passed 1-14-19; Ord. 27-19. Passed 3-11-19; Ord. 60-19. Passed 7-8-19; Ord. 124-19. Passed 12-19-19; Ord. 99-20. Passed 11-9-20; Ord. 20-21. Passed 3-22-21; Ord. 77-21. Passed 9-27-21; Ord. 66-22. Passed 5-23-22; and 98-22. Passed 8-8-22)

Shall be amended to read as follows: (New language in bold print)

Classified and Unclassified Positions

.....(Continue)....

- ** Clerk of Courts
- * Clerk of Courts
- Clerk/Secretary I**
- Clerk/Secretary II**
- ** Community Center Coordinator
- ** General Clerk
- Facilities Maintenance Worker
- ** Facilities Maintenance Worker

.....(Continue)....

- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- †† This position shall remain classified until vacated by June Mitchell
- ††† This position was removed from the Charter on November 7, 2018

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Section 2 - That the Classification Specification for the position of Clerk/Secretary II attached hereto as [Exhibit A](#), be, and the same is hereby adopted and incorporated herein by reference. The Codifier is hereby instructed to insert said classification specification into Section 256.98. In addition, the Codifier is hereby instructed to amend the current Clerk/Secretary position to be referred to as **Clerk/Secretary I**.

Section 3 - 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to create the full-time, classified position of Clerk/Secretary II and to adopt the classification specification for same; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: _____ DATE SIGNED: _____

By: _____
Brian Fischer, Council President

APPROVED BY THE MAYOR _____

Bryan K. Jensen, Mayor

Ordinance No. 111-22 (Con't)

APPROVED AS TO FORM:

John A. Gasior, Law Director

ATTEST:

Barbara J. Brooks, Clerk of Council

POSTED: _____
In Five Places as
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director