

ORDINANCE NO. 22-23

**AN ORDINANCE AMENDING §256.98 OF THE CODIFIED ORDINANCES
OF THE CITY OF AVON TO REVISE THE CLASSIFICATION
SPECIFICATION FOR THE POSITION OF ADMINISTRATIVE
ASSISTANT/DISPATCHER FOR THE FIRE DEPARTMENT
AND DECLARING AN EMERGENCY**

WHEREAS, the Administration desires to amend the Classification Specification for the existing position of Administrative Assistant/Dispatcher for the Fire Department; and

WHEREAS, the Administration seeks to have Council adopt an amendment to '256.98 to facilitate the changes to this classification specification; and

WHEREAS, Council, after reviewing the proposed Classification Specification, finds that the goals sought to be achieved by the Administration for this position to have been met and adoption of same is 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 the revised Classification Specification for the position of Administrative Assistant/Dispatcher for the Fire Department, attached hereto as Exhibit A and incorporated herein, is hereby adopted.

Section 2 - The Codifier is hereby instructed to remove the previous version and insert this amended classification specification into Section 256.98.

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.

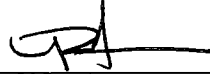
Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend the Classification Specification for the position of Administrative Assistant/Dispatcher for the Fire Department as soon as possible; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: February 27, 2023 DATE SIGNED: February 27, 2023

By: Brian Fischer
Brian Fischer, Council President

Ordinance No. 22-23 (Con't)

APPROVED BY THE MAYOR February 28, 2023



Bryan K. Jensen, Mayor

APPROVED AS TO FORM:

John A. Gasior
John A. Gasior, Law Director

ATTEST:

Barbara J. Brooks
Barbara J. Brooks, Clerk of Council

POSTED: March 1, 2023
Electronically and at City Hall
As provided by Council

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

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 22-23, passed by the Council of said City on February 27, 2023.

IN WITNESS WHEREOF, I have on this 28th day of February, 2023, affixed my signature and official seal.

Barbara J. Brooks
Barbara J. Brooks, Clerk of the Council
of the City of Avon, Ohio

**CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer**

TITLE: Administrative Assistant/Dispatcher

Page 1 of 2

JOB RESPONSIBILITIES: Under direction, performs secretarial, fiscal and administrative tasks (including those of a confidential nature) **Performs other related duties as required** in order to assist the Chief of Fire with the efficient operation of the department.

QUALIFICATIONS:

Completion of secondary education (high school or GED), supplemented by courses in data entry, computer operations, general accounting, and office practices and procedures, plus prior secretarial work experience and dispatching experience, proficiency in Microsoft Office, particularly Excel, Outlook and Word, or equivalent.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
55-65	1. Performs a variety of secretarial tasks in order to assist the Chief and Assistant Chief with the efficient operation of the department; schedules and confirms appointments; greets and assists visitors to office; receives, screens, and directs calls; receives and distributes mail; records and transcribes dictation or minutes of meetings; types correspondence, reports, specifications, legislation, memos, forms, etc.; sets up and maintains departmental recordkeeping system; compiles and maintains information to be used by the City in collective bargaining; orders supplies and equipment for the office; attends meetings as representative of the Chief; etc.	1. Knowledge of (1) department policies and procedures,* (2) office practices and procedures, (3) English grammar and spelling, (4) records management, ability to (5) carry out instructions in written, oral, or picture form, (6) deal with problems involving several variables within familiar context, (7) prepare accurate documentation <i>and create intuitive record keeping systems</i> , (8) communicate effectively, (9) maintain records according to established procedures, (10) develop and maintain effective working relationships; (11) <i>respond to routine inquiries from public and/or officials</i> , skill in (12) transcription, (13) typing, (14) computer operation <i>and related software</i> , (15) use of modern office equipment.

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Administrative Assistant/Dispatcher

Page 2 of 2

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
15-25	2. Performs various fiscal functions in order to assist with the efficient operation of the department; assists with payroll matters, prepares financial reports, prepares purchase orders, receives and processes invoices for payment, balances fund accounts; prepares and makes deposits; monitors department expenditures; assists the Chief with the preparation of the department's budget request.	2. Knowledge of (1),* (2), (4), (16) basic accounting; ability to (5), (6), (7), (9) (17) calculate fractions, decimals, and percentages; skill in (14).
10-15	3. Receives emergency and non-emergency calls for Department of Fire; obtains pertinent information and relays messages or dispatches personnel as appropriate; coordinates procedures with Police/Fire dispatch <i>and Lorain County 911</i> ; monitors surveillance equipment, interprets data, and advises rank officer of unusual occurrences <i>or pertinent information</i> , etc.	3. Knowledge of (1),* (2); ability to (5), (6), (8), (9), (10), (18) utilize surveillance equipment and recognize problems or inconsistencies, (19) recognize unusual or threatening conditions and take appropriate action; skill in (14).
5-10	4. Performs a variety of clerical tasks in order to assist with the efficient operation of the department (copies documents, <i>creates</i> files and locates documents, <i>inputs and tracks data in spreadsheets</i> , inventories and order supplies, etc.).	4. Knowledge of (1),* (2), (4); ability to (5), (6), (9); skill in (14).
5-10	5. <i>Assumes the role of HIPAA compliance records officer; maintains confidentiality of sensitive information; stays up to date with current rules and regulations, performs an annual HIPAA risk assessment, verifies compliance of electronic and written reports, including data collection, sharing and retention.</i>	5. Knowledge of (1),* (2), (3), (4), (20) HIPAA compliance practices and procedures , ability to (6), (7), (9), (11), skill in (14).