

ORDINANCE NO. 53-23

**AN ORDINANCE AMENDING §256.98 OF THE CODIFIED ORDINANCES
OF THE CITY OF AVON TO REVISE THE CLASSIFICATION SPECIFICATION
FOR THE POSITION OF COMMUNITY SERVICE OFFICER
AND DECLARING AN EMERGENCY**

WHEREAS, the Administration desires to amend the Classification Specification for the existing position of Community Service Officer; 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 Community Service Officer, 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 Community Service Officer as soon as possible; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.


PASSED: April 24, 2023

DATE SIGNED: April 24, 2023

By: Brian Fischer
Brian Fischer, Council President

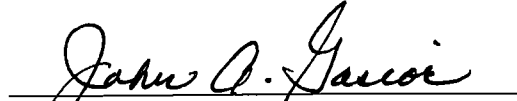
Ordinance No. 53-23 (Con't)

APPROVED BY THE MAYOR April 25, 2023



Bryan K. Jensen, Mayor

APPROVED AS TO FORM:



John A. Gasior, Law Director

ATTEST:



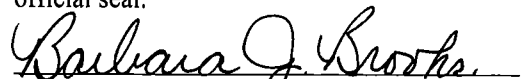
Barbara J. Brooks, Clerk of Council

POSTED: April 26, 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. 53-23, passed by the Council of said City on April 24, 2023.

IN WITNESS WHEREOF, I have on this 25th day of April, 2023, affixed my signature and official seal.



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

EXHIBIT A TO ORDINANCE NO. 53-23
CLASSIFICATION SPECIFICATION
CITY OF AVON
 An Equal Opportunity Employer

TITLE: Community Service Officer

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Classification Title:	Community Service Officer	Civil Service Status:	Unclassified
Department:	Police	FLSA Status:	Non-Exempt
Immediate Supervisor:	Chief of Police/designee Assigned <i>Division Commander</i>	Bargaining Unit Status:	Excluded
Employment Status:	Part-Time		

JOB RESPONSIBILITIES: Under supervision, patrols the City in order to assist in the protection of residents and businesses and property; responds to calls for assistance; assists with traffic control; performs a variety of routine tasks to assist in the efficient operation of the Department; prepares reports and other documentation.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school diploma or GED equivalent); must meet any legally established age limitations; must possess *and maintain* a valid Ohio driver's license and must be able to qualify for and remain insurable under the City's vehicle insurance policy; proficiency in Microsoft Office, particularly Outlook, and Word and proficiency in police department software systems or ability to become proficient within six (6) months of employment; must successfully pass a background check (~~no felony convictions~~); must satisfactorily complete all medical, physical, agility, and/or psychological examinations required by the City.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess *and maintain* a *valid* State of Ohio driver's license.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Promotes public safety within the City and good community relations by working positively with a diverse population.

Patrols assigned areas in order to deter, detect and report criminal activity.

Receives and responds to routine calls for service.

TITLE: Community Resource Officer Clemans, Nelson & Associates, Inc.

Approval Date
 {3/8/2023 CLAVNCI 00294358.DOCX }

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Assists certified law enforcement personnel with the protection people and property, enforcement of laws and ordinances, maintenance of order, and traffic control.

Directs and assists pedestrian and vehicular traffic.

Performs a variety of routine tasks to assist in the efficient operation of the Department (e.g., delivers internal mail; delivers court papers and subpoenas; prepares and distributes Crime Prevention Notices, Dog Violation Notices, *handles and/or assists with building maintenance issues; assists in the care and maintenance of kenneled animals (i.e., stray animals)* etc.)

Prepares and maintains official records.

Maintains licenses and certifications as required.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as necessary or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: state and local criminal and traffic laws and ordinances;* *local* geographical *area layout of the City*;* *agency and/or* department policies and procedures;* department goals and objectives;* government structure and process;* safety practices and procedures; professional law enforcement principles and procedures;* first aid;* cardiopulmonary resuscitation (CPR);* two-way radio operations;* traffic control;* public relations; community resources and services;* *applicable federal, state, and local laws*;* English grammar and spelling; computer software.*

TITLE: Community Resource Officer

Clemans, Nelson & Associates, Inc.

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Skill in: operating a motor vehicle, computer operation; adding machine or calculator operation; use of modern office equipment.

Ability to: communicate effectively; develop and maintain effective working relationships; collect, analyze, and interpret data; prepare accurate documentation; work independently or with others; exercise sound judgment during stressful situations; follow detailed instructions; safeguard information of a sensitive or confidential nature; *interpret a variety of instructions in written, oral, picture, or schedule form; understand a variety of written and/or verbal communications; deal with a variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site.*

TITLE: Community Resource Officer

Clemans, Nelson & Associates, Inc.

Approval Date
{3/8/2023 CLAVNCI 00294358.DOCX }