

Resolution 26-2020
Passed November 24, 2020

A RESOLUTION CREATING THE POSITION OF ASSISTANT
VILLAGE ADMINISTRATOR.

WHEREAS, Village Council established the position of Village Administrator having the statutory duties provided in R.C. 735.273, and

WHEREAS, on separate occasions the Village Administrator may be absent from the Village for short periods of time, and

WHEREAS, during such absences certain necessary statutory duties and such other Mayor or Council assigned duties of the Village Administrator may not be performed, and

WHEREAS, Council desires on such occasions to provide for an Assistant Village Administrator who is authorized to perform such necessary duties.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF PLYMOUTH, COUNTY OF RICHLAND/HURON, STATE OF OHIO:

1. THAT the position of Assistant Village Administrator is established. The Assistant Village Administrator shall have the authority and powers granted by Ohio Revised Code and the legislation and regulations adopted by Council for Village Administrator.
2. THAT the attached Position Description for Assistant Village Administrator is adopted.
3. THAT the position of Assistant Village Administrator shall be filled for such limited period of time and for such purposes as determined by the Mayor upon consultation with the Village Administrator.
4. THAT during the time the employee is performing the additional duties of Assistant Village Administrator, the employee's hourly wage shall be increased by One Dollar (\$1.00).
5. THAT any Ordinance/Resolution or Motion contrary hereto is repealed.
6. THAT this Resolution shall be in full force and effect from and after the earliest period allowed by law.

PASSED: November 24, 2020

Cassandra Tynan
Mayor

ATTEST: D. A. Jensen
Village Fiscal Officer

11, 24 2020
Date

APPROVED AS TO FORM:

Jon K. Burton
Jon K. Burton, Solicitor

JOB DESCRIPTION

ASSISTANT VILLAGE ADMINISTRATOR

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SCOPE:

The Assistant Village Administrator must be a current full-time Village utility employee.

DUTIES:

The appointment by the Mayor of any person shall be only temporary on an as-needed basis and only for such time as the Village Administrator is absent or unavailable for Village service. The duties to be performed shall be limited to those duties designated by the Mayor at the time of appointment.

RESPONSIBILITIES:

- Have statutory duties provided in RC 735.273.
- To manage the operations of the Village's public utilities.
- To supervise the maintenance and improvement of Village streets, sidewalks, storm drainage systems, and other appurtenances, including ice and snow removal operations, street cleaning, sign and signal maintenance, etc.
- To supervise the operations of the parks, buildings, and grounds and the maintenance of Village parks and public buildings.
- To supervise and direct employees within the Village's utility departments.
- To sign all purchase orders, change orders and contracts obligating the Village upon confirmation of the Mayor.

DESIRABLE PERSONAL CHARACTERISTICS:

- Must provide leadership and supervision of employees under his/her control.
- Must possess verbal communication skills.
- Ability to plan, schedule, and manage a number of work projects ongoing at the same time.
- Works well with little supervision from the Mayor or Council. Self-starter who knows what needs to get done and does it.
- Deals tactfully with Village residents, outside agencies, and handles complaints in a professional and timely manner.