

ORDINANCE 2023- 05

TO AMEND ORDINANCE 2022-16, IN PART, TO CREATE AN EXECUTIVE ADMINISTRATIVE ASSISTANT POSITION INCORPORATING THE UTILITY BILLING CLERK POSITION AND TO DECLARE AN EMERGENCY

WHEREAS, Ordinance 2022-16 adjusted the compensation ranges and annual salaries of the Village’s employees; and

WHEREAS, Council desires to create an Executive Administrative Assistant position which shall include the duties of the Utility Billing Clerk; and

WHEREAS, in order to effectuate this change, Ordinance 2022-16 needs amended to establish the Executive Administration Assistant position, which will encompass Utility Billing Clerk duties and result in the elimination of that separate position.

NOW, THEREFORE, be it Ordained by the Council of the Village of Centerburg, Ohio:

Section 1: That Section 2(A) as referenced in Ordinance 2022-16 shall be amended, in its entirety, to read as follows:

- A. The Executive Administrative Assistant shall be paid on an hourly basis for performing a variety of tasks as directed by the Village Administrator. The duties of the Executive Administrative Assistant shall specially include the duties and responsibilities of the Utility Billing Clerk, which position is hereby eliminated and incorporated into the Executive Administrative Assistant position. The Executive Administrative Assistant’s hourly pay range shall be between \$18.16/hour and \$22.74/hour, payable bi-weekly.

Section 2: That all other provisions in Ordinance 2022-16 shall remain unchanged provided that any references to “Utility Billing Clerk” shall now be “Executive Administrative Assistant.”

Section 3: This Ordinance is determined to be an emergency, immediately necessary for the preservation of the public peace, health and safety, such emergency arising out of its necessity to properly manage the daily tasks associated with the operation of the Village.

WHEREFORE, this Ordinance is declared to be an emergency and shall take effect immediately upon passage.

DATE PASSED 03/06/2023

ATTEST Signature on file
CLERK OF COUNCIL

Signature on file

PRESIDENT OF COUNCIL

Signature on file

MAYOR

APPROVED AS TO FORM:
Signature on file

LEGAL COUNSEL

DATE APPROVED 03/06/23

I hereby certify that the ordinance or a summary of the ordinance was published once a week for two consecutive weeks on 03/11, 2023 and 03/18, 2023 in the *Mount Vernon News* in conformance with the Ohio Revised Code.

Signature on file

FISCAL OFFICER