

ORDINANCE NO. 103 -98

BY: Anne H. Porter

An Ordinance to establish the position of Executive Assistant for the City of Bexley, Ohio; to establish a salary; and to establish job responsibilities and qualifications.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That the position of Executive Assistant is established.

Section 2. That the position shall have a salary as in the following steps:

January 1, 1999	\$27,500
January 1, 2000	\$29,800
January 1, 2001	\$32,500
January 1, 2002	\$35,000

and thereafter established by this Council, and shall be entitled to all other rights and benefits provided to salaried personnel.

Section 3. That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classification specification set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as that plan is hereafter amended by said Commission to include the position classification "Executive Assistant".

Section 4. That Schedule II of Ordinance No. 24-98 should be, and it hereby is, amended to add the new position of Executive Assistant to the schedule of positions.

Section 5. That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed: December 8, 1998

Jeffrey McDowell  
President of Council

Attest: Richard A. Lewis  
Clerk of Council

Approved: 12/18/98, 1998

David H. Madison  
David H. Madison, Mayor

Executive Assistant

December 1, 1998, first reading  
December 8, 1998, second reading  
Suspend and adopt

**CITY OF BEXLEY  
CLASSIFICATION SPECIFICATION**

**Executive Assistant**

**Job Responsibilities:**

Under general direction, assists with a variety of departmental administrative functions, including various clerical and stenographic duties; handles materials of a sensitive and confidential nature; prepares and maintains records and reports including billing and purchase orders for all department divisions; administers annual sidewalk program; performs other related duties as required.

**Qualifications:**

Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position is completion of secondary education supplemented by courses in word processing, general business and other administrative secretarial studies plus two (2) years experience in a clerical administrative position.

**Essential Job Functions:**

Assist with a variety of departmental administrative functions to relieve department head of routine duties including preparation of routine correspondence and legislation; may make administrative decisions in the absence of department head.

Check and verify data such as financial data, personnel leave records, payroll records, and Civil Service records. Work with Auditor's Department to track financial records; maintain personnel files and work records including overtime, sick leave and vacation records; process Civil Service personnel action forms; process work records for payroll; and handle material of a sensitive and confidential nature including disciplinary actions and drug and alcohol testing records.

Prepare purchase orders for all Service Department divisions and Building Department; maintain Service Department petty cash fund; prepare bills, collect, and maintain records of damage to City property.

Prepare bid specifications and related materials for purchase of equipment and supplies; assist in preparation of grant proposals and award applications.

Administer the annual sidewalk program including marking condemned sidewalks, preparing lists of property owners and addresses, maintaining necessary records of repair and/or payment, securing contractor through competitive bidding, preparing and filing assessment Ordinance, and resolving disputes between homeowners and contractor.

Type correspondence, memos, reports, Ordinances, Resolutions, Proclamations, agendas and other related documentation.

Prepare and maintain files, records and reports (e.g. notices, agendas, and annual reports); take and transcribe dictation, minutes of meetings, etc.

Order and maintain inventory of office supplies and forms; maintain inventory of custodial supplies; coordinate ordering of supplies with Custodian and vendors.

Serve as Secretary to Board of Control including preparation of minutes and maintenance of official records.

Provide information and assistance to public (e.g. answer telephone, take and relay messages, greet public, respond to inquiries, resolve routine problems, contact residents, contractors, City officials, etc.); operate intercom or base radio to communicate with employees and staff.

Receive and screen telephone calls and visitors; take messages and schedule appointments; schedule meetings, luncheons, and presentations; prepare Council Chambers prior to meetings.

Perform routine clerical duties (e.g. open and sort mail, copy, fax, file and retrieve documents, order supplies and forms).

Operate office equipment including, computer, copier, fax machine, typewriter and calculator.

In absence of Administrative Secretary to the Mayor or City Hall Secretary, perform the duties of those positions including attending City Council meetings, preparing minutes and records of Ordinances, processing insurance payments, answering and routing incoming calls, issuing permits and work orders, and working with private trash hauler to correct problems and resolve disputes.

Knowledge, Skills and Abilities Necessary to Perform Duties:

Knowledge of office practices and procedures; English grammar, spelling and punctuation; accounting principles and practices; state and local laws governing the department. Also has knowledge of City Council policies and procedures.

Ability to develop and maintain effective working relationships with associates, supervisor and general public; communicate effectively in written and oral manner; type quickly and accurately; take and transcribe dictation; prepare and maintain accurate documentation; and follow oral and written instructions.

Skill in word processing; typing; accounting; operating job-related equipment (e.g. computer, copier, fax machine, typewriter, calculator, etc.); above average organizational skills.