

ORDINANCE NO. 91-03By: Mr. Rohyans

An Ordinance to establish the position of Service Department Administrator, effective January 5, 2004; to establish a salary, job responsibilities and qualifications for this position; and to appropriate \$33,000.00 from the unencumbered General Fund for the purpose of paying the salary for the position.

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

Section 1. That the position of Service Department Administrator, effective January 5, 2004, with the job responsibilities and qualifications as provided for in the attached job description, at a salary of \$33,000.00.

Section 2. That amount of \$33,000.00 is appropriated from the unencumbered General Fund for the purpose of paying the salary for the position of Service Department Administrator.

Section 3. That this Ordinance is an emergency ordinance necessary for the immediate preservation of the public health and safety, the emergency being the need to fill the position as soon as possible, and shall take effect upon its signing by the Mayor.

Passed: _____, 200__

President of CouncilAttest: _____
Clerk of Council

Approved: _____, 200__

David H. Madison, Mayor

12-09-03 First Reading

12-23-03 Second Reading

1-13-04 Tabled

5-25-04 Removed from table /
Withdrawn

CITY OF BEXLEY
JOB DESCRIPTION

Job Title: Service Department Administrator
Reports To: Service Director
FLSA Status: Non-Exempt

SUMMARY

Under general direction; manage and coordinate various Service Department programs; assists the Service Director with the day to day operation of the Service Department, for the City by performing the following essential duties and responsibilities:

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Service Director with the preparation of bids, bid specifications, contracts, ordinances, news releases, various reports, grant requests and correspondence.

Assist Service Director with planning and preparing the annual budget; prepare, plan administer and coordinate capital improvement projects; prepare various financial and statistical reports.

Assist Service Director with administrative functions such as salary surveys, code changes, Civil Service rules, job classifications, etc. as needed.

Provide information and assistance to residents regarding Service Department functions.

Communicate with residents, staff to resolve complaints regarding services provided; serve as liaison between City and other government agencies and general public; attend various departmental and community meetings as representative of the City.

Assist Service Director with training programs.

Talks with school groups and other interested organizations; provides information on how City government functions.

Photographs, or coordinates the photographing of city events and landmarks; utilizes photographs for news releases, publications and permanent file.

Manage and Coordinate City Programs such as: Record Retention, Right of Way Management, Storm Water Management, Backflow Programs, and other special projects.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribe style and format. Ability to effectively present information to top management, public groups, and residents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Ohio Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate.