

**AN ORDINANCE ESTABLISHING THE POSITION OF OFFICE ASSISTANT FOR THE VILLAGE OF MINERVA PARK AND DECLARING AN EMERGENCY**

WHEREAS, the Village of Minerva Park has various administrative duties, and;

WHEREAS, the Village of Minerva Park wishes to employ an Office Assistant(s) to support these various Village administrative duties;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The position of Office Assistant is hereby established to support the administrative duties of the Village of Minerva Park.
- Section 2. A copy of the Office Assistant Job Description is marked Exhibit A and is made a part hereof as if fully written herein;
- Section 3. It is the discretion of the Mayor of the Village of Minerva Park to fill the position(s) as needed on an at-will basis, either part-time or full-time, and at an hourly rate within the pay guidelines established from time to time by Council by resolution.
- Section 4. The Village Mayor, Clerk-Treasurer, and Law Director are authorized to take further actions consistent with this ordinance that are needed to carry out the intentions of this ordinance for administrative support of the Village of Minerva Park.
- Section 5. All prior ordinance(s) or resolution(s) or any part thereof, which is(are) inconsistent with this ordinance is(are) hereby repealed as to the inconsistent part(s) thereof and the remainder of said ordinance(s) or resolution(s) not inconsistent with this ordinance – including but not limited to Resolution 2001-06 – shall remain in full force and effect.
- Section 6. This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public health, safety, and welfare of the residents of the Village of Minerva Park, such emergency arising from the necessity of establishing a work position to support the administration of the Village of Minerva Park. Wherefore, this ordinance shall take effect and shall be in force upon its passage.

First Reading: March 9, 2009  
 Second Reading: April 13, 2009  
 Third Reading: Waived April 13, 2009  
 Passed: April 13, 2009

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Lynn Eisentrout, Mayor, Village of Minerva Park

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Attest Suzanne Coulter, Clerk-Treasurer,  
 Village of Minerva Park

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Reviewed by Counsel

## Exhibit A to Ordinance 01-2009

Job Title: Office Assistant  
Position Type: Full- or Part-Time  
Appointment Dates: Employment at Will  
Supervisor: As Assigned by the Mayor

## Job Overview and Purpose

An Office Assistant employed by the Village of Minerva Park is responsible for the day-to-day administrative support of Village departments, ensuring ethical and discreet handling of all business, excellent customer service, and the ability to work with the public.

## Duties and Responsibilities

- answering phones
- scheduling appointments
- typing
- maintain filing and storage systems
- monitor office supplies
- perform errands that assist daily functions: post office, bank, office supply store, etc.
- calendaring
- photocopying
- transcribing Council minutes
- assisting with grant applications
- updating various manuals
- preparing Council packets
- assisting with the Records Retention Program
- preparing Records Commission meetings
- assisting Village departments with various duties
- sorting and distributing mail
- receiving guests
- other office administrative duties as may be requested

## Minimum Qualifications

- ability to do basic clerical tasks and operate standard office equipment effectively
- typing of 45 wpm minimum with 90% accuracy
- previous experience in an office setting preferred
- good internet skills, including use of email
- self-starter who can work independently
- ability to follow directions

## Knowledge, Skills, and Abilities Required

- able to operate and use computers and software, such as Word and Excel
- ability to learn new computer skills and software
- strong organizational and administrative skills
- ability to manage multiple priorities and deadlines
- proficient in English with demonstrated verbal and written communication skills

## Working Conditions and Physical Effort Required

- frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception and the ability to adjust focus)
- occasional lifting of up to 25 pounds