

ORDINANCE NO. 81-14

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE FULL-TIME, UNCLASSIFIED POSITION OF ADMINISTRATIVE ASSISTANT/DISPATCHER IN THE FIRE DEPARTMENT, TO ADOPT THE CLASSIFICATION SPECIFICATION FOR SAME, TO ABOLISH THE POSITION OF SECRETARY/DISPATCHER TOGETHER WITH ITS CLASSIFICATION SPECIFICATION AND TO ELIMINATE OBSOLETE REFERENCES TO POSITIONS THAT NO LONGER EXIST AND DECLARING AN EMERGENCY

WHEREAS, Avon Codified Ordinance §256.04 sets forth the Classified and Unclassified positions of employment within the City and §256.98 sets forth the Classification Specifications for these various positions; and

WHEREAS, the Mayor and the City's Fire Chief recommend the creation of a full-time, unclassified position of "Administrative Assistant/Dispatcher" to perform secretarial, fiscal and administrative tasks in order to assist the Fire Chief with the efficient operation of the department; and

WHEREAS, the Administration seeks to have Council adopt an amendment to §256.04 and §256.98 to facilitate the adoption of a classification specification for this position; and

WHEREAS, upon adopting the classification specification for this position, the former position of Secretary/Dispatcher, will be abolished with the retirement of the employee currently fulfilling those duties; and

WHEREAS, certain other provisions of §256.04 are no longer applicable and should be deleted; and

WHEREAS, Council, after reviewing the Classification Specification, finds the goal of the Administration to create this full-time, unclassified position and to abolish the position of Secretary/Dispatcher in the Fire Department at a future date and delete other obsolete language to be in the best interests of the health, safety and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 256.04 which currently reads as follows:

256.04 CLASSIFIED AND UNCLASSIFIED POSITIONS

** Director of Law
* Clerk of Council
** Assistant Clerk of Council
* Mayor's Secretary
** Treasurer

Ordinance No. 81-14 (Con't.)

- * Director of Finance
- *†† Assistant Finance Director
- ** Human Resources/Finance Specialist
- Information Technology Technician
- Finance Clerk 2
- Finance Clerk 1
- Cash Receipts Clerk
- ** Temporary Summer Intern
- ** Temporary Seasonal Employee
- ** Seasonal Recreation Specialist
- ** Seasonal Program Specialist
- * Senior Center Coordinator
- ** Senior Center Transit Driver
- ** Senior Center Transit Scheduler
- ** Planning Coordinator
- * Economic Development Coordinator/
Assistant Planning Coordinator
- ** ADA Coordinator
- ** Clerk of Courts
- Clerk/Secretary
- ** Community Center Coordinator
- ** General Clerk
- Facilities Maintenance Worker
- ** Facilities Maintenance Worker
- * Director of Parks
- ** Recreation Coordinator
- Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- * Director of Public Service
- * Superintendent of Streets
- * Traffic Signal/Electrical Manager
- Street Crew Leader
- Equipment Operator 2
- Equipment Operator 1
- Laborer
- *† Superintendent of Utilities
- * Superintendent-in-Training/Public Utilities
- * Administrative Assistant to the Superintendent of Utilities
- Assistant Superintendent of Utilities
- Utilities Crew Leader
- Water and Sewerline Maintenance Worker
- Meter Technician
- Utilities Billing Clerk 2

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- Utilities Billing Clerk 1
- * City Engineer
- ** Director of Public Safety
- * Chief Building Official
- * Building Inspector (Certified)
- * Building Inspector (Non-Certified)
- * Zoning Enforcement Officer
- Police Chief
- Police Captain
- Administrative Assistant to the Police Chief
- Police Lieutenant
- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- Communications Manager - Police Department
- Police Dispatcher
- ** Police Dispatcher
- ** Animal Care and Control Officer
- Fire Chief
- Assistant Fire Chief
- Fire Captain/Paramedic
- Fire Lieutenant/Paramedic
- Firefighter/Paramedic
- ** Intermittent Firefighter/Paramedic
- Secretary/Fire Dispatcher
- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- † † This position shall remain classified until vacated by June Mitchell

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96; Ord. 93-97. Passed 5-27-97; Ord. 94-97. Passed 5-27-97; Ord. 185-00. Passed 1-22-01; Ord. 96-01. Passed 6-25-01; Ord. 6-03. Passed 1-27-03; Ord. 74-05. Passed 6-27-05; Ord. 141-06. Passed 11-13-06; Ord. 99-07. Passed 7-9-07; Ord. 69-08. Passed 6-23-08; Ord. 16-09. Passed 2-9-09; Ord. 17-09. Passed 2-9-09; Ord. 93-09. Passed 6-22-09; Ord. 130-09. Passed 11-23-09; Ord. 1-10. Passed 1-4-10; Ord. 20-10. Passed 3-8-10; Ord. 88-10. Passed 9-27-10; Ord. 39-11. Passed 4-25-11; Ord. 49-11. Passed 5-9-11; Ord. 118-11. Passed 12-12-11; Ord. 119-11. Passed 12-12-11; Ord. 42-12. Passed 5-14-12; Ord. 86-12. Passed 8-13-12; Ord. 32-13. Passed 3-25-13; Ord. 66-13. Passed 5-28-13; Ord. 79-13. Passed 6-10-13; Ord. 24-14. Passed 2-24-14; Ord. 46-14. Passed 4-18-14; Ord. 51-14. Passed 5-12-14; Ord. 53-14. Passed 5-12-14; Ord. 55-14. Passed 5-12-14; Ord. 68-14. Passed 6-9-14.)

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Shall be amended to read as follows: (New language in bold print)

256.04 CLASSIFIED AND UNCLASSIFIED POSITIONS

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** Assistant Clerk of Council
* Mayor's Secretary
** Treasurer
* Director of Finance
~~**~~ Assistant Finance Director
** Human Resources/Finance Specialist
 Information Technology Technician
 Finance Clerk 2
 Finance Clerk 1
 Cash Receipts Clerk
** Temporary Summer Intern
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** Seasonal Recreation Specialist
** Seasonal Program Specialist
* Senior Center Coordinator
** Senior Center Transit Driver
** Senior Center Transit Scheduler
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** Clerk of Courts
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** Community Center Coordinator
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* Superintendent of Streets
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 Street Crew Leader
 Equipment Operator 2
 Equipment Operator 1

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- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
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- Police Dispatcher
- ** Police Dispatcher
- ** Animal Care and Control Officer
- Fire Chief
- Assistant Fire Chief
- Fire Captain/Paramedic
- Fire Lieutenant/Paramedic
- Firefighter/Paramedic
- ** Intermittent Firefighter/Paramedic
- * **Administrative Assistant/Dispatcher**
- ††† **Secretary/Fire Dispatcher**
- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † ~~This position shall remain classified until vacated by Dave Conrad~~
- †† ~~This position shall remain classified until vacated by June Mitchell~~
- ††† **This position shall remain until December 1, 2014 when it will be effectively abolished.**

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Section 2 - That the Classification Specification for the position of Administrative Assistant/Dispatcher in the Fire Department, attached hereto as Exhibit A, be, and the same is hereby adopted and incorporated herein by reference. It shall be included in and become a part of Section 256.98 of the Administrative Code. The Codifier is hereby instructed to insert said classification specification into Section 256.98. In addition, the Codifier is hereby instructed to eliminate the classification specification for the Secretary/Dispatcher position listed for the Fire Department effective December 1, 2014.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to create the full-time, unclassified position of Administrative Assistant/Dispatcher in the Fire Department and to adopt the classification specification for same and make other updates to the list of employment positions in the City; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: _____ DATE SIGNED: _____

By: _____
Craig L. Witherspoon, Council President

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DATE APPROVED BY THE MAYOR: _____

Bryan K. Jensen, Mayor

APPROVED AS TO FORM:

John A. Gasior, Law Director
City of Avon, Ohio

ATTEST:

Ellen R. Young
Clerk of Council

POSTED: _____

In Five Places as
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director