

# RECORD OF ORDINANCES

0181

ORDINANCE 2014-45  
Dayton Legal Blank, Inc.

Form No. 30043

AN ORDINANCE TO RE-DEFINE DUTIES OF THE POSITION OF OFFICE ADMINISTRATOR FOR THE VILLAGE OF SOUTH BLOOMFIELD, <sup>Ordinance No.</sup> 2014-45, <sup>Passed</sup> 2014

WHEREAS THE VILLAGE OF SOUTH BLOOMFIELD DEEMS IT NECESSARY TO DEFINE THE DUTIES OF THE POSITION OF OFFICE ADMINISTRATOR

WHEREAS THE VILLAGE OF SOUTH BLOOMFIELD DEEMS IT NECESSARY TO MERGE DUTIES OF OTHER CLERK POSITIONS DIRECTLY INTO THE POSITION OF OFFICE ADMINISTRATOR

WHEREAS THE VILLAGE OF SOUTH BLOOMFIELD WILL ELIMINATE UNECESSARY PART TIME CLERK POSITIONS THAT WILL BE FUFILLED BY THE POSITION OF OFFICE ADMINISTRATOR

THEREFORE, BE IT ORDAINED BY THE VILLAGE OF SOUTH BLOOMFIELD, PICKAWAY COUNTY, STATE OF OHIO, THAT

SECTION 1: ORDINANCE NUMBER 2012-04, PASSED ON APRIL 2, 2012, IS HEREBY REPEALED IN ITS ENTIRETY.

SECTION 2: THE PERMANENT FULL-TIME POSITION OF "OFFICE ADMINISTRATOR" IS HEREBY CREATED.

SECTION 3: THE POSITION OF OFFICE ADMINISTRATOR REPORTS TO THE VILLAGE FISCAL OFFICER

SECTION 4: THE POSITION OF OFFICE ADMINISTRATOR SHALL BE FILLED BY ADVERTISEMENT IN THE LOCAL NEWSPAPER AND AFTER A SUBSEQUENT INTERVIEW

SECTION 5: SAID POSITION SHALL BE FILLED AS PROBATIONARY FOR THREE (3) MONTHS THEN AS PERMANENT FULL-TIME

SECTION 6: THE DUTIES OF THE POSITION OF OFFICE ADMINISTRATOR SHALL PRIMARILY INCLUDE THE FOLLOWING:

- A. PERFORM DUTIES FOR VILLAGE TAXES. SUCH AS COLLECTING PAYMENTS, RECORDING PAYMENTS, RECONCILING ACCOUNTS, ANSWERING QUESTIONS, CREATING AND MANAGING ACCOUNTS AND REPORTING TAX DETAILS TO THE MAYOR AND VILLAGE FISCAL OFFICER
- B. PERFORM DUTIES FOR BUILDING AND ZONING DEPARTMENT. SUCH AS PROCESSING ZONING AND BUILDING PERMITS, COLLECTING FEES AND PAYMENTS, RECORDING CONTRACTOR REGISTRATIONS, COMPLETE CENSUS REPORTS AND MONTHLY BUILDING DEPARTMENT REPORTS.
- C. PERFORM DUTIES FOR THE MAYORS COURT. SUCH AS PROCESSING OF TRAFFIC TICKETS AND WARRANTS, COLLECTION OF FINES AND PAYMENTS, PROPERLY RECORDING EVENTS OR PAYMENTS IN NECESSARY SYSTEMS, BEING PRESENT FOR ALL MAYORS COURT SESSIONS, DEVELOP AND MAINTAIN COURT DOCKETS AND RECORDS, SUBMIT REPORTS TO THE STATE OF OHIO, SUPREME COURT, OR OTHER AGENCIES AS NEEDED, REFER DELINQUENT ACCOUNTS TO COLLECTIONS, MAINTAIN AND RECONCILE MAYORS COURT CASH FUND.
- D. ASSIST IN THE OFFICE ENVIRONMENT AND PERFORM ADDITIONAL DUTIES LISTED ON THE OFFICIAL POSITION DESCRIPTION.

SECTION 7: THIS ORDINANCE SHALL TAKE EFFECT UPON PASSAGE AND REMAIN IN FULL FORCE AFTER THE EARLIEST PERIOD ALLOWED BY LAW.

PASSED: 8/19/2014

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

ATTEST

*[Handwritten Signature]*

CFO

Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_

, 20 \_\_\_\_\_

APPROVED BY MAYOR:

*[Handwritten Signature]*

DATE OF APPROVAL:

8-19-14

APPROVED BY ATTORNEY:

*[Handwritten Signature]*

(As to form)

POSTED IN THE FOLLOWING PLACES FOR 15 DAYS  
SOUTH BLOOMFIELD MUNICIPAL BUILDING  
BP SERVICE STATION  
MILLPORT CHAPEL  
SCIOTO ESTATES  
W. MAIN ST. BULLETIN BOARD