

**AN ORDINANCE TO CREATE THE POSITION OF FULL-TIME UTILITY BILLING CLERK FOR THE VILLAGE OF SOUTH BLOOMFIELD**

Form No. 30043

~~WHEREAS THE VILLAGE OF SOUTH BLOOMFIELD DEEMS IT NECESSARY TO HAVE A FULL-TIME CLERK POSITION TO FOCUS PRIMARILY ON UTILITY BILLING AND ACCOUNTS, AS WELL AS FULFILLING OTHER DUTIES, AND~~

WHEREAS THE PART-TIME UTILITY CLERK POSITION, CREATED BY ORDINANCE 2014-34, IS NO LONGER SUFFICIENT TO FULFILL THE RESPONSIBILITIES,

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

SECTION 1: ORDINANCE 2014-34, WHICH CREATED THE POSITION OF PERMANENT PART-TIME UTILITY CLERK, IS HEREBY REPEALED IN ITS ENTIRETY.

SECTION 2: THE POSITION OF FULL-TIME UTILITY BILLING CLERK IS HEREBY CREATED.

SECTION 3: THE SOUTH BLOOMFIELD BOARD OF PUBLIC AFFAIRS (BPA) IS AUTHORIZED TO HIRE ONE (1) "UTILITY BILLING CLERK"

SECTION 4: SAID POSITION REPORTS TO THE VILLAGE CHIEF FISCAL OFFICER, AND WORKS UNDER THE DIRECTION OF THE BOARD OF PUBLIC AFFAIRS

SECTION 5: SAID POSITION SHALL BE FILLED BY ADVERTISEMENT IN THE LOCAL NEWSPAPER, WITH A SUBSEQUENT INTERVIEW PROCESS BY THE BOARD OF PUBLIC AFFAIRS, AND AFTER COMPLETION OF AN APPROVED PHYSICAL AND REVIEW OF CRIMINAL BACKGROUND CHECK

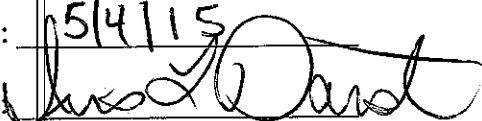
SECTION 6: THIS POSITION SHALL BE FILLED AS PROBATIONARY FOR THREE (3) MONTHS THEN AS FULL-TIME

SECTION 7: SAID POSITION IS A 40 HOURS PER WEEK POSITION.

SECTION 8: THE HOLDER OF THIS POSITION IS ELIGIBLE TO ACCRUE SICK TIME AND VACATION TIME, AND SHALL BE ELIGIBLE FOR HEALTH BENEFITS IN ACCORDANCE WITH VILLAGE POLICY.

- SECTION 9: SAID POSITION'S DUTIES SHALL PRIMARILY INCLUDE THE FOLLOWING:
- A. PERFORMING DUTIES FOR UTILITY BILLING. SUCH AS RECEIVING AND PROCESSING PAYMENTS, ANSWERING QUESTIONS OR CALLS, COORDINATING WITH THE VILLAGE FISCAL OFFICER REGARDING ADJUSTMENTS TO ACCOUNTS, CREATING AND MANAGING ACCOUNTS, COLLECTING AND MAKING DEPOSITS, MAINTAIN AND RECONCILE UTILITY BILLING CASH FUND, PREPARE AND EXECUTE DISTRIBUTION OF UTILITY BILLS TO CUSTOMERS.
  - B. ATTEND ALL BOARD OF PUBLIC AFFAIRS (BPA) MEETINGS, RECORD AND PREPARE MEETING MINUTES FROM SAID MEETINGS, FULFILL REQUESTS FOR THE BPA THAT ARISE FROM SAID MEETINGS
  - C. PERFORM ALL DUTIES AS CLERK OF THE PLANNING & ZONING BOARD.
  - D. ASSIST IN THE OFFICE ENVIRONMENT AND PERFORM ADDITIONAL DUTIES LISTED ON THE OFFICIAL POSITION DESCRIPTION OR AS ASSIGNED.

SECTION 10: THIS ORDINANCE SHALL TAKE EFFECT UPON PASSAGE AND REMAIN IN FULL FORCE AFTER THE EARLIEST PERIOD ALLOWED BY LAW.

PASSED: 5/4/15  
ATTEST:   
CFO

APPROVED BY MAYOR: 

DATE OF APPROVAL: 5/4/15