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with this ordinance is(are) hereby repealed as to the inconsistent part(s) thereof and the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.

Lynn Eisentrout, Mayor, Village of Minerva Park

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

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

Reviewed by Counsel

Ordinance 01-2009
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