

A RESOLUTION ADOPTING A JOB DESCRIPTION AND SETTING FORTH A PAY RANGE FOR THE FISCAL OFFICER, AND DECLARING AN EMERGENCY

WHEREAS, Council for the Village of Minerva Park passed Ordinance 4-2011 on June 13, 2011 eliminating the elected position of Clerk-Treasurer and creating the position of Village Fiscal Officer; and

WHEREAS, Council wishes to further set forth and adopt an official job description and pay range for the Fiscal Officer; and

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

- Section 1. A copy of the Fiscal Officer job description is marked Exhibit A and is made a part hereof as if fully written herein.
- Section 2. It is the discretion of the Mayor of the Village of Minerva Park to fill the position within the pay guidelines established from time to time by Council by resolution, initially set forth as \$18-\$25 per hour, payable at the time of the regular pay schedule for employees of the Village.
- Section 3. The Village Mayor and Law Director are authorized to take further actions consistent with this resolution that are needed to carry out the intentions of this resolution for the Fiscal Officer position of the Village of Minerva Park.
- Section 4. All prior resolution(s) or any part thereof, which is(are) inconsistent with this resolution is(are) hereby repealed as to the inconsistent part(s) thereof and the remainder of said resolution(s) not inconsistent with this resolution shall remain in full force and effect.
- Section 5. Council declares this to be an emergency measure necessary for the preservation of public health, safety, and welfare of the residents of the Village of Minerva Park, such emergency arising out of the necessity to hire a Fiscal Officer on a timely basis. Wherefore, this resolution shall take effect and shall be in force upon its passage.

First Reading: June 13, 2011  
 Second Reading: June 20, 2011  
 Third Reading: July 11, 2011  
 Passed: July 11, 2011

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Pam Park-Curry, President of Council

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Attest Acting Fiscal Officer,  
Village of Minerva Park

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Lynn Eisentrout, Mayor, Village of Minerva Park

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Reviewed and Approved  
as to form by Counsel

## Exhibit A to Resolution 2011-17

Job Title: Fiscal Officer  
 Position Type: Part-Time  
 Appointment Dates: Employment at Will  
 Supervisor: Mayor or as Assigned by the Mayor

**Job Overview and Purpose**

Performs all of the tasks related to being the chief fiscal officer of the Village of Minerva Park and performs all of the duties and functions given to Village Clerk-Treasurers and City Auditors and Treasurers under the general laws of Ohio to the extent that those laws are not in conflict with the ordinances, resolutions, and/or policies of Minerva Park.

**Supervision Received**

The Finance Officer will serve at the discretion of the Mayor and will work under the Mayor's immediate supervision.

**Essential Duties and Responsibilities**

- Keeps the financial records of the Village, establishes the accounting system, financial records and reports used by the offices, departments, divisions, bureaus, boards and commissions of the Village
- Receives and deposits funds, and invests revenues;
- Prepares and signs all checks for payments and payroll;
- Maintains and supervises the purchasing policy;
- Prepares various monthly, quarterly and annual reports as required by school districts, local, state and federal governmental agencies;
- Balances all financial records monthly and reconciles with bank statements;
- Maintains an inventory of the Village's assets and property;
- Provides information and assists representatives of the state examiner's office during the audit process;
- Provides analyses and projections of future revenue and expenditures, as requested by Mayor or Council;
- Prepare 5-year forecasts.
- Assists in the tax administration program;
- Acts as the Village's grants financial coordinator;
- Assists the Mayor in the preparation and submission of appropriation measures, estimates, budgets, capital programs, and other financial matters;
- Provides full and complete information concerning the financial affairs and status of the Village as requested by the Mayor or Council; and provides full and complete information and assistance concerning the finances or accounting systems or records of any office, department, division, bureau, board or commission of the Village as requested by the Mayor or Council;
- Maintains personnel files, including records of payroll and benefits;
- Maintains all the personnel records of the Village staff and performs human resources duties and management as necessary, including but not limited to Workers Compensation items and researching insurance coverage.
- Performs all tasks related to the position of the Clerk of Council;
- Attends meetings and maintains a record of proceedings of the Council and a record of all ordinances and resolutions adopted by Council;
- Gives notice of regular and special Council meetings to its members and the public;
- Determine best practices.

**Peripheral Duties**

Participates in the development of policies and procedures. Serves on various employee or other committees, as assigned.

**Minimum Qualifications**

- (a) Bachelors degree;
- (b) Two (2) years experience in financial administration, or
- (c) Two (2) years experience in municipal finance administration;
- (d) Any equivalent combination of education and work experience that indicates possession of the skills, knowledge and abilities listed below.

**Desired Qualifications**

- (a) Bachelors degree in a related field, such as finance or accounting;
- (b) Two (2) years experience in financial administration, or
- (c) Four (4) years experience in municipal finance administration;
- (d) Any equivalent combination of education and work experience that indicates possession of the skills, knowledge and abilities listed below.

**Necessary Knowledge, Skills, and Abilities**

- (a) Comprehensive knowledge of GASB 34
  - Management discussion and analysis
  - Notes to the financials
- (b) Comprehensive knowledge of fundamental accounting procedures;
- (c) Comprehensive knowledge of budgetary process and existing policies;
- (d) Comprehensive knowledge of municipal government structure and process;
- (e) Knowledge of supervision and management;
- (f) Ability to write and speak clearly, making complex issues seem simple while presenting information in an effective, tactful, and professional manner;
- (g) Ability to prepare technical reports and financial analyses;
- (h) Ability to develop and maintain effective working relationships with coworkers;
- (i) Leadership to see tasks to completion and to advance the progress of projects and self sufficiency to provide both professional responsibility and personal clerical support.

**Requirements**

- An Ohio drivers license and access to personal vehicle.
- Ability to communicate effectively.
- Ability to pass drug testing and background checks.
- Ability to be bonded.

**Tools And Equipment Used**

Office equipment, including but not limited to computers, calculators, policies and regulations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk or hear, walk, sit, climb, balance, stoop, kneel, crouch, or crawl.

The employee must periodically lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works primarily in indoor conditions. The employee occasionally works in high

or precarious places.

The noise level in the work environment can be at times quiet or loud.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview, and reference & background check. Job-related testing may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Minerva Park is an Equal Opportunity Employer.