

ORDINANCE NO.: 12-05

AN ORDINANCE AMENDING THORNVILLE ORDINANCE NO. 95-19, SECTION ONE AND SECTION THREE AND DECLARING AN EMERGENCY

WHEREAS, in December 1995, with Ordinance 95-19, Council for the Village of Thornville abolished the Board of Public Affairs, created the position of Village Administrator, and appointed Andy Fry as Village Administrator; and

WHEREAS, since appointing Andy Fry, other individuals have served as Village Administrator; and

WHEREAS, Ron Koehler currently serves a Village Administrator. However, Ron Koehler has tendered his resignation, effective on May 31, 2012; and

WHEREAS, Council for the Village of Thornville now wants to amend the job duties, hours of work, and pay for the position of Village Administrator.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Thornville, County of Perry, State of Ohio:

SECTION 1: Section One of Ordinance No. 95-19, passed by Council on the 12th day of December 1995, shall be and is hereby amended to read as follows:

SECTION ONE: The position of Village Administrator shall be, and the same hereby is, established pursuant to R.C. 735.271 and will have those powers provided by R.C. 735.273 as well as those other powers and duties that are set forth and prescribed in the job description attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: Section Three of Ordinance No. 95-19, passed by Council on the 12th day of December 1995, shall be and is hereby amended to read as follows:

SECTION THREE: The position of Village Administrator shall work no more than forty (40) hours per week. The salary for the position of Village Administrator shall be within the following range: \$35,000.00 - \$45,000.00, depending upon the individual's knowledge, experience, and qualifications.

SECTION 3: All other original and amended Sections and Sub-Sections of Ordinance No. 95-19 shall remain unchanged, in full force, effective and enforceable

SECTION 4: It is hereby 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 Council and that all deliberations of the Council and

Exhibit A: Village Administrator

The Village Administrator has the powers and duties specified by Ohio R.C. 735.273 for managing the Water, Sewer and Street Departments of the Village. This individual is also responsible for the day-to-day operations of the Village. This position reports to the Mayor.

Responsibilities:

- Meet regularly with direct reports for status and reporting on Village projects.
- Oversee any engineers and consultants working on Village projects.
- Attend all Village Council meetings.
- Manage and coordinate water/sewer upgrades and repairs.
- Manage and coordinate street/sidewalk/storm drain improvements and repairs.
- Work "hands on" in the water, sewer and streets departments.
- Analyze and recommend rates for water and sewer collection.
- Create and manage bid packages for Village improvement projects.
- Oversee programs for Ohio EPA compliance for water and sewer.
- Attend approved professional meetings and conferences to remain current on skills.
- Search for and manage grant funding opportunities for Village improvement projects.
- Purchase material, equipment and supplies following Village purchase policies.
- Prepare and work with Village budgets.
- Oversee and inspect Subdivision development.
- Other duties as assigned.

Qualifications:

- High school diploma or GED equivalent.
- Valid Ohio Driver's License.
- Minimum 5 years of experience in supervision and management of employees.
- Minimum 5 years of experience in construction and/or finance.
- Demonstrated ability to inspect and supervise the work of direct reports and personnel.
- Computer skills including those used for collecting, analyzing and reporting data.
- Knowledge of wastewater treatment systems, water systems, street construction, and street repair.
- Ability to analyze complex maintenance programs, repairs, plans, blueprints, layouts.
- Ability to inspect Subdivision plans and blueprints for construction and material specifications to Village requirement.
- Ability to create, organize and maintain records.
- Familiarity with public health and safety standards.
- Familiarity with OSHA standards.
- Familiarity with employee training methods and instruction techniques.
- Pass a physical examination, including drug and alcohol screening, as required.

any of the decision making bodies of the Village of Thornville which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.


SECTION 5: Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this municipality and the further reason that Council needs to advertise immediately for a new Village Administrator and must include the information amended by the Ordinance. Wherefore, provided this Ordinance receives the required affirmative votes of Council, it shall take effect and be in full force immediately upon passage by Council.

Passed in Council this 26th day of March, 2012.



Gavin Renner, Mayor

ATTEST:



Sandy Davis, Clerk of Council

APPROVED:

Approved as to form this 22nd day of March 2012.



Brian M. Zets, Esq.
Village Solicitor