

RECORD OF ORDINANCES

Ordinance No. 5-8-2017-6

Passed MAY 8 2017

**AN ORDINANCE AMENDING CHAPTER 240
(EMPLOYEE MANUAL OF PERSONNEL POLICIES AND REGULATIONS) OF
THE BALTIMORE CODIFIED ORDINANCES
AND THE DECLARATION OF AN EMERGENCY**

WHEREAS, the Village desires to amend its Employee Manual of Personnel Policies and Regulations in order to update the job descriptions (position descriptions) for the positions of Utility Clerk/Administrative Assistant, Executive Administrative Assistant, Administrative Assistant/Clerk of Courts, and Administrative Assistant; and,

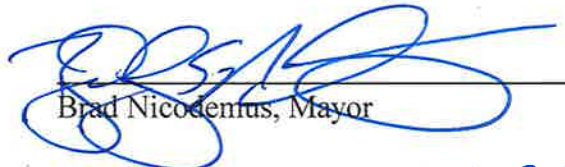
WHEREAS, Rules Committee has reviewed the updated provisions and amendments, and recommends adoption of the same by the Village; and,

WHEREAS, due to the current vacancy in some of these positions and the need to fill these positions in a timely and expedient fashion, this legislation needs to be approved on an emergency basis;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL
OF THE VILLAGE OF BALTIMORE, FAIRFIELD COUNTY,
OHIO, THREE-FOURTH'S OF ITS MEMBERS CONCURRING:


SECTION 1: That Chapter 240 of the Baltimore Codified Ordinances is amended to provide for updates to the job descriptions (position descriptions) for the positions of Utility Clerk/Administrative Assistant, Executive Administrative Assistant, Administrative Assistant/Clerk of Courts, and Administrative Assistant, to the categories of "Supervision Received," "Essential Duties and Responsibilities," and "Peripheral Duties." Copies of the updated job descriptions are attached hereto and incorporated herein.

SECTION 2: For the reasons noted in the preamble, this ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, morals, and welfare of the citizens of Baltimore, Ohio. Therefore, this ordinance shall become effective upon its passage by Council.



Brad Nicodemus, Mayor

DATE OF PASSAGE: 5-8-2017

EFFECTIVE DATE: 5-8-2017

ATTEST: 
Kathryn E. Jenkins, Fiscal Officer

SPONSOR: HAMILTON

APPROVED AS TO FORM: 
Jeffrey Feyko, Village Solicitor