

RECORD OF ORDINANCES

1st Reading 12/1/16 2nd Reading 12/8/16

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 2016-36

Passed 1/12, 2017

ORDINANCE 2016-36

ORDINANCE APPROVING THE JOB DESCRIPTION FOR THE EXECUTIVE ADMINISTRATIVE ASSISTANT POSITION; SETTING THE COMPENSATION THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, the City Council of the City of Northwood is desirous of establishing, defining and describing the duties of a new position within the City known as the Executive Administrative Assistant; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO:

SECTION 1: That the job responsibilities of the Executive Administrative Assistant are approved as shown in Exhibit "A".

SECTION 2: That the compensation for the Executive Administrative Assistant non-exempt position is set at \$20.00 for the first six months of employment capping at \$21.50 per hour thereafter.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. That this Ordinance constitutes an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This ordinance shall be in full force and effect immediately after its passage by the Council.

Vote to suspend rules: For: _____ Against: _____

Vote on emergency clause: For: _____ Against: _____

Vote on final adoption: For: 6 Against: 1

ADOPTED _____ As an emergency measure.

ATTEST:

Class Integreata Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

File: Ordinance 2016-36 Exec. Asst.