

RECORD OF ORDINANCES

Resolution
Ordinance No. 2020-40Passed June 3, 2020

SPONSOR: FINANCE COMMITTEE

RESOLUTION CREATING FULL-TIME ASSISTANT OFFICE MANAGER POSITION, ESTABLISHING COMPENSATION, AUTHORIZING AND DIRECTING THE MAYOR TO FILL SUCH POSITION AND DECLARING AN EMERGENCY.

WHEREAS, Council deems it necessary and advisable to establish an Assistant Office Manager position in the Mayor's Office; and,

WHEREAS, Section 3.10(B) of the Charter establishes the right of Council to create positions, duties, compensation, and fix qualifications for Village employees.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Mogadore, Counties of Summit and Portage, State of Ohio that:

Section 1: There is hereby created an additional full-time position of Assistant Office Manager within the Mayor's Office.

Section 2: The Assistant Office Manager shall be responsible for assisting the Mayor, Clerk-Treasurer, and Assistant Clerk-Treasurer with their work and shall work such hours and perform such other duties as the Mayor would hereafter describe. Said Assistant Officer Manager shall be compensated for such services at an annual salary of \$30,000.00, payable semi-monthly.

Section 3: That employment benefits to be provided to the full-time Assistant Office Manager shall be the same as those provided other full-time, non-bargaining unit employees of the Village.

Section 4: The Mayor is hereby authorized and directed to fill such assistant office manager employee position with a qualified candidate as quickly as practicable.

Section 5: That it is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were taken in a duly noticed virtual, open meeting of this Council and that all deliberations which resulted in formal action were taken in meetings open to the public, in full compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code and HB 197 during the state-declared COVID-19 emergency.

Section 6: This Resolution is declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience, and welfare of the Village of Mogadore and the inhabitants thereof and to fill this position as quickly as possible given the training required before the Assistant Clerk-Treasurer's retirement. This Resolution shall be in full force and effect immediately upon its passage and approval by the Mayor.

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Passed June 3, 2020

Michael Raddish 06/03/20

President of Council

Date

Paul G. ... 6-4-20

Mayor

Date

Attest:

[Signature]
Clerk - Treasurer