

ORDINANCE NO. 2014- 3750

**AN ORDINANCE AUTHORIZING THE SAFETY SERVICE DIRECTOR TO AMEND THE POSITION CLASSIFICATION PLAN AND THE EMPLOYEE COMPENSATION PLAN FOR NON-UNION EMPLOYEES TO INCLUDE THE SALARIED POSITION OF FULL TIME EXECUTIVE ASSISTANT TO THE MAYOR AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FREMONT, STATE OF OHIO:**

**SECTION 1.** That the Safety Service Director be authorized to amend the Position Classification Plan to include the salaried position of full time Executive Assistant to the Mayor. See Position Description attached as Exhibit A.

**SECTION 2.** That the Employee Compensation Plan for non-union employees be amended to place the Executive Assistant to the Mayor at Pay Grade 24.

**SECTION 3.** 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 this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

**SECTION 4.** The immediate operation of the provisions of this ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of the City of Fremont. Said emergency being the need to create a new position at the Mayor's office in a timely manner.

This ordinance, provided it receives a two-thirds yea or nay vote of all the members elected to the Fremont City Council, is hereby declared to be an emergency measure and this ordinance shall be in full force and effect from and after its passage by the Council of the City of Fremont, approval by the Mayor, and publication and posting as required by law.

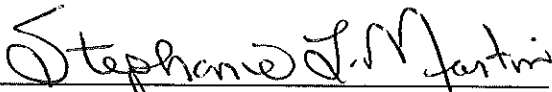


Dallas L. Leake  
President of Council

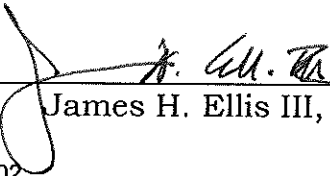
PASSED: 12-18-14

Effective date: 12-18-14

YEAS: 5 NAYS: 2



Stephanie L. Martin, City Council Clerk

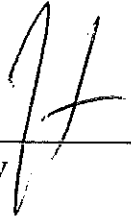


James H. Ellis III, Mayor

ORDI902

Approved as to form:

\_\_\_\_\_  
James F. Melle, Director of Law  
City of Fremont, Ohio

A handwritten signature in black ink, appearing to be 'JF', written over a horizontal line.

**CITY OF FREMONT**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

<b>Class Title:</b> Executive Assistant to the Mayor	<b>Position Title:</b> Executive Assistant to the Mayor
<b>Class Number:</b> 24	<b>Employee Name:</b> Ruth Gegorski
<b>Dept./Division:</b> Administration	<b>Civil Service Status:</b> Unclassified
<b>Reports To:</b> Mayor	<b>Employment Status:</b> Full-time
<b>Pay:</b> Class 24	<b>FLSA Status:</b> Exempt

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**QUALIFICATIONS:** As determined by the Mayor.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Notary Public, valid driver's license.

**EQUIPMENT OPERATED:** (The following are examples only and are not intended to be all inclusive.)

Telephone, typewriter, calculator, copy machine, facsimile machine, computer, printer, scanner.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

(For purposes of O.R.C. 4167.)

The employee: is exposed to chemicals commonly found in an office environment (e.g. ink, toner, correction fluid, etc.); may be exposed to upset or hostile members of the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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<b>Class Number:</b>	<b>Employee Name:</b> Ruth Gegorski
<b>Dept./Division:</b> Administration	<b>Civil Service Status:</b> Unclassified
<b>Reports To:</b> Mayor	<b>Employment Status:</b> Full-time
<b>Pay:</b> 24	<b>FLSA Status:</b> Exempt

**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education supplemented by additional coursework or experience in accounting or office administration.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Notary Public, valid driver's license.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Telephone, typewriter, calculator, copy machine, facsimile machine, computer, printer, scanner.

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<b>Class Number:</b>		<b>Employee Name:</b>	Ruth Gegorski

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Responsible for supervising the administrative functioning of the Mayor and Safety Service Director's Office in directing office operations; assists in developing, communicating, and implementing administrative policies and procedures; supervises office personnel; determines work priorities; assigns tasks, provides direction, and ensures work complies with organization standards; reviews and analyzes work product of subordinate personnel; participates in employee selection and hiring process; trains and instructs subordinate personnel; issues oral and written warnings to subordinate personnel and effectively recommends more severe disciplinary action.
2. Provides administrative support to Mayor and Safety Service Director; performs secretarial/clerical duties; serves as confidential aide to the administration, works in conjunction with City departments to ensure efficient service is provided to the public; completes or assists with completion of special project or assignments; handles matters of a confidential or sensitive nature; composes correspondence; arranges appointments, meetings and schedules; operates and maintains offices equipment; ensures proper maintenance and repair of office equipment; orders office supplies; transcribes dictation; takes and transcribes meeting minutes; receives, sorts and distributes mail; receives and handles or directs phone calls to proper authority; provides information to the public; greets and screens persons entering Mayor's office; counts, sorts, collates and arranges documents for typing or copying; distributes documents to appropriate personnel; prepares correspondence, reports, records, and related department documents.
3. Oversees administration of City's insurance plans and renewals, including health, dental, automobile, liability, COBRA, FMLA, HRA, Section 125, dental, life and prescription. Is the City's representative at BORMA meetings and regularly corresponds with and attends meetings with the City's insurance agents, reports and coordinates liability insurance claims with insurance company, coordinates processing of Workers' Compensation claims.
4. Administers Community Development Block Grants, including coordinating public bidding and processing contracts, requisitioning purchases, processing change orders, invoices, grant and loan drawdowns, correspondence, report preparation, meeting attendance, public relations, and file maintenance; prepares annual reports for Roadwork Development Grants; coordinates with Economic Development Director on administration of Clean Ohio Grant, including preparation

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of correspondence, submission of grant drawdowns, payment of invoices.

5. Administers paperwork for public construction projects including requisitioning purchases, processing change orders and invoices, preparing grant and loan drawdowns and requests for disbursement, preparing reports for government agencies, preparing correspondence, attending meetings, coordinating public relations, and maintaining files for construction projects.
6. Coordinates preparation of documentation for public bidding for construction, equipment purchases and supplies, including coordination with Safety Service Director, Engineering and Department Heads, advertising, correspondence, answering questions and providing information to bidders, scheduling of bid openings, attendance and record keeping at bid openings, bid tabulation, and contract preparation and processing, attend construction meetings as necessary.
7. Is the Coordinator for the City's Revolving Loan Fund Board; administers grant loans, prepares monthly invoicing, attends Board meetings and prepares minutes of the meetings, prepares reports and correspondence and maintains all loan Board files, prepares loan documentation, including mortgages, promissory notes and mortgage releases; acts as the City's Enterprise Zone Manager, including attending meetings, taking and transcribing meeting minutes, preparation of all reports and correspondence; acts as the City's Housing Officer for Community Reinvestment Areas, including inspection of properties, attending meetings, taking and transcribing meeting minutes, preparation of all reports and correspondence.
8. Coordinates processing of contracts, including coordinating with the City's Law Director and vendors/contractors regarding changes to and execution of contracts. Prepares, in draft form, council ordinances and resolutions originating from the administrative offices and coordinates with the city's law director to finalize for submission to council. Prepares memorandums to council and communicates with council members to answer questions and provide information and documentation.
9. Coordinates and requisitions Administration's purchases; receives and processes Administration's invoices for submission to the Auditor for payment; provides input for Administration's budget.
10. Updates and maintains information on the City's website, including all council agendas, minutes, ordinances and resolutions, posting of public bids, job postings, community calendar, news items, and departmental information.
11. Assists the Economic Development Director in preparation of reports, correspondence, records

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and related departmental documentation.

12. Assists in the preparation of and distribution of Press Releases; hears and assists with citizen complaints.
13. Oversees the application process for permits and licenses issued by Administration, including water tap applications and annexations of property into the City.
14. Maintains required licensures and certifications.
15. Demonstrates regular and predictable attendance.
16. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment).

**Knowledge of:** departmental policy and procedure; modern office practices and procedures; business English, spelling, mathematics; City government operations; records preparation and management.

**Skill in:** operation and care of office equipment; typing; word processing.

**Ability to:** communicate effectively; maintain effective working relations with other employees and the general public; work with considerable independence; apply principles to solve practical, everyday problems; prepare accurate documentation; understand a variety of written and verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public.



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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)