



LEGISLATIVE COVER MEMO

Introduction: May 16, 2022

Agenda Item: **Resolution 2022-44**

AMENDING POSITION DESCRIPTIONS FOR THE CIVIL/DEPUTY BAILIFF, ASSISTANT CITY MANAGER, AND CLERK OF COUNCIL

Submitted by: Cindi Chibis, Human Resource

Scope/Description: Judge Ruppert has reviewed and suggested updates to the Civil/Deputy Bailiff job description. These changes were reviewed and approved by Mr. Westendorf and the labor attorney at Bricker & Eckler.

Ms. Chibis, Ms. Steed and Mr. Westendorf have reviewed and updated the position description for the Assistant City Manager to encompass the duties being performed

Ms. Chibis, Ms. Dunn and Mr. Westendorf have reviewed and updated the Clerk of Council position to more accurately reflect the duties being performed.

Budget Impact: None.

Exhibits: Exhibit A: Civil/Deputy Bailiff Job Description

Exhibit B: Assistant City Manager Job Description

Exhibit C: Clerk of Council Job Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-44

**AMENDING POSITION DESCRIPTIONS FOR THE CIVIL/DEPUTY BAILIFF,
ASSISTANT CITY MANAGER, AND CLERK OF COUNCIL**

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Civil/Deputy Bailiff, Assistant City Manager and Clerk of Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for the Civil/Deputy Bailiff is hereby amended as shown in the attached Exhibit A.

Section 2. The position description for the Assistant City Manager is hereby amended as shown in the attached Exhibit B.

Section 3. The position description for the Clerk of Council is hereby amended as shown in the attached Exhibit C.

Section 4. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 5. That this resolution shall become effective immediately upon its passage.

ADOPTED: May 16, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 16, 2022.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Municipal Court
Civil Service Status:	Unclassified	Position Title:	<i>Civil</i> Deputy Bailiff
Employment:	Part-time	Reports To:	Municipal Court Judge, Bailiff
FLSA Status:	Non-Exempt	Supervises:	

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

1. Assist the Bailiff in, or in the absence of the Bailiff: *Provide the following services to the Court:*
 - A. Enforce orders of the Court through service of court papers and clerical processing of said documents including, but not limited to, forcible entry and detainer action/evictions, contempt citations, warrants, summons and subpoenas; serve papers as directed by the Clerk of Courts, procedures for relocating and immobilizing motor vehicles in criminal and traffic cases.
 - B. Prepare courtroom for proceedings, assuring the courtroom is secure, clean, orderly and equipped with necessary supplies and equipment; maintain courtroom sound, recording, and video equipment; record all Court sessions; prepare order of Court docket; pull all cases to be called during Court sessions; swear in/administer oaths to all complainants, witnesses, and jurors; maintain order in the courtroom; escort defendants and other persons to the bench and/or other Court offices; escort and secure prisoners as required; file Court decisions with the Clerk of Courts.
 - C. Provide security inside the courtroom; secure court sessions by providing protection and assistance for the Judge and court personnel; effectively handle potentially volatile situations.
 - ~~D. Responsible for enforcing orders of the Court through service of court papers and clerical processing of said documents including, but not limited to, evictions, contempt citations, warrants, summonses and subpoenas; serve papers as directed by the Clerk of Courts.~~
 - D. While Court is in session, maintain order in the Court and prevent unnecessary noise or disturbances in and about the courtroom; maintain peace, quiet and civility in the courtroom; assist in the smooth operation of the Court's functions.
 - E. Travel to and from Warren County Sheriff's Office for purposes of obtaining bail bonds and other documents relating to incarceration and bail of individuals charged with criminal and/or traffic offenses in Franklin Municipal Court.
2. Present a neat and pleasant appearance; be courteous and cooperative to attorneys, litigants, jurors and the public and ensure all are treated with courtesy, dignity and respect, both in and out of the courtroom.
3. When called upon, detain or arrest individuals failing to comply with orders of the Court or individuals with active warrants, which may involve physical contact with such individuals.
4. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
5. Assists the Probation Department as ordered by the Judge.
6. Perform other duties as required by the Judge.

OTHER DUTIES AND RESPONSIBILITIES:

7. Must take an oath, administered by the Court, to faithfully perform the duties of office.
8. Must give a bond of not less than one thousand dollars (\$1,000), conditioned for the faithful performance of the duties of Deputy Bailiff, unless adequately covered under the City's liability insurance.



CITY OF FRANKLIN

POSITION DESCRIPTION

QUALIFICATIONS:

Education and Experience: Minimum of twenty-one (21) years of age. High school diploma or equivalent. Prior experience as a law enforcement officer and/or court-related experience. Submit to and successfully complete any of the following requested tests:

- A. A physical examination (including an eye test).
- B. Personal background investigation and/or a criminal records check.
- C. A polygraph or voice stress analysis test.

Licensure or Certification Requirements:

The following license and certifications must be maintained as a condition of continued employment:

1. A valid Ohio driver's license, with a driving record that will allow the person to be covered under the City's insurance.
2. Certification showing successful completion of the OPOTA Bailiff/Court Officer's Basic Firearms Program, unless such training is not required under OAC 109:2-5-02.
3. Successful completion of firearms requalification program yearly.
4. Current certification for Taser use, if required by Judge.

Knowledge of: Court policies and procedures; public relations; Courtroom procedures; Court filing procedures; Criminal and Traffic Codes; *forcible entry and detainer/eviction* legal procedures and terminology; *procedures relating to relocation and immobilization of motor vehicles; legal procedures, bail bonds, and terminology*; first aid.

Skill in: Computer operation; use of modern office equipment and telecommunications equipment; use and maintenance of sound, recording, and video equipment; use of Firearms and Weapons; physical restraint of persons.

Ability to: Understand and follow oral and written instructions; maintain records according to established procedures; develop and maintain effective working relationships; communicate effectively, both verbally and in writing; organize and prioritize duties; act quickly, calmly, and effectively during emergencies and remain calm under duress and strain; independently make decisions concerning subtle cues of impending danger and quickly respond to such dangers; and physically able to restrain dangerous or distraught persons.

EQUIPMENT OPERATED: The following are examples only and are intended to be all inclusive.

Audio equipment; video equipment; recording equipment; computer; copier; firearms; taser; handcuffs; radio; motor vehicle.

COMPENSATION:

Compensation for this position shall be determined in accordance with Ohio Revised Code Section 1901.32. In the event the position is filled by an individual who is currently employed as a Probation Officer or Deputy Clerk of Courts, compensation shall be based upon the regular hourly rate of the employee which may be paid at an overtime rate depending on the number of hours worked. In the event that this position is filled by an individual not otherwise employed by the Court, the hourly rate shall be determined in accordance with Ohio Revised Code Section 1901.32 in consultation with and paid by the funding authority.

Compensation shall paid for a guaranteed minimum amount equal to four (4) hours per week. In the event more than four (4) hours per week are required to complete the duties of this position, the compensation will be based upon the guaranteed minimum plus additional hours at the hourly rate, including overtime if applicable. Any hours in excess of four (4) hours per week shall be approved in advance by the Court and appropriately documented to the Franklin Municipal Court, Court Administrator and to the funding authority (City of Franklin).



CITY OF FRANKLIN

POSITION DESCRIPTION

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Uses or works in proximity to the use of firearms and other weapons.
2. Works in or around crowds.
3. Has contact with potentially violent, assaultive, and/or dangerous persons or emotionally distraught persons, which may require physical contact with/restrain of such persons.
4. Has exposure to life-threatening situations.
5. Has exposure to potentially vicious animals.
6. May be exposed to contagious diseases, blood, and/or other bodily substances.
7. May be required to operate a motor vehicle in hazardous driving conditions.
8. May have to stand or sit for extended periods of time.
9. Few tasks may require heavy lifting, pushing, pulling or carrying heavy loads.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

The physical demands described here are representative of those that must be done by the employee to successfully perform the essential functions of the job. While performing the duties of the job, the employee is frequently required to sit; drive; use hands to touch, handle, hold or feel telephones, keyboards, tools, controls, objects and to reach with hands and/or arms; and talk and hear. The employee is frequently required to stand, walk, climb or balance, and must occasionally stoop, kneel, crouch and lift or move up to fifty (50) pounds.

The work environment characteristics of the position include both a climate-controlled office setting and uncontrolled out-of-doors setting. The employee may be exposed to outside weather conditions; noisy operations or activities; and vehicles and machinery. The employee occasionally is exposed to moving mechanical parts; high, precarious places; compressed gases; flammable and combustible liquids; air contaminants; lead; hazardous chemicals; materials which contain asbestos; and emergency plans and fire plans. The employee may be required to use personal protection equipment, firearms, tasers, chemical and other non-lethal weapons and restraint devices.

Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demand may change dramatically within a few seconds and tax the maximum of human endurance; therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people. The employee may be exposed to human blood or other bodily substances.

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 (employee) signature below signifies that I have reviewed and understand the contents of my position description. Further, I acknowledge and agree that this position description is a guide, is not contractual in nature, and the duties and responsibilities of the position are subject to change.



CITY OF FRANKLIN

POSITION DESCRIPTION

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Administration
Civil Service Status:	Unclassified	Position Title:	Assistant City Manager
Employment:	Full-time	Reports To:	City Manager
FLSA Status:	Exempt	Supervises:	N/A

GENERAL DESCRIPTION: *The Assistant City Manager is responsible for assisting and advising the City Manager in the day-to-day administration of City operations, as well as longer range planning initiatives and objectives. Assists with planning, directing, managing, and reviewing all activities and operations of the City, coordinating programs, services, and activities among City departments and outside agencies. The Assistant City Manager conducts special projects as assigned, with a particular focus on economic development, and serves as Acting City Manager with all attendant responsibilities and authority, during the absence of the City Manager.*

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

1. Assists the City Manager in supervision of all departments and municipal employees that the City Manager may direct; plans and organizes workloads and staff assignments; motivates and evaluates assigned staff; reviews progress and directs changes as needed. *Consistent with the City's mission, goals, and strategies as established by the City Council, and in accordance with the City Charter, ordinances, resolutions, and council directives, under the direction of the City Manager, supports the planning, organizing, and administration of all departments, offices, and agencies of the City.*
2. Assists the City Manager in providing leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. **Economic Development:** *Provides day-to day management in advancing the City's economic development objectives. Performs complex, professional-level service related to the City's Economic Development Program. Under leadership of the City Manager, engages a variety of stakeholders; including community leaders, developers, and the City's educational, industrial and hospitality partners. Serves as the designated City representative for REDI Cincinnati and acts as the first point of contact for companies considering a place to locate and grow. Serves as a conduit to bring business and community leaders together to ignite the regional economy.*
3. Communicates official plans, policies and procedures to staff and the general public. **Legislation/Compliance:** *Complies with federal, state, and local laws and regulations by studying existing and new legislation, anticipates future legislation.*
4. Assists the City Manager in assuring that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assists in preparing annual budget requests; assists in assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time. **Finances:** *Supports the financial soundness and integrity of the City to ensure its capability to meet commitments and to maximize the delivery of services to citizens. Under the direction of the City Manager, serves as the primary contact for the City's general liability insurance, professional liability insurance, property insurance and vehicle insurance carriers. Represents the City in the annual review of coverage, and rates and internally manages the claims process.*
5. Issues written and oral instructions to projects and functions assigned by the City Manager; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. **Grants/Contracts:** *Assists with the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies.*
6. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; addresses errors and complaints from employees and the general public or customer. **Community Relations:** *Represents the City*



CITY OF FRANKLIN POSITION DESCRIPTION

professionally and maintains rapport with the community by meeting with citizens, advisory groups, and community groups. Communicates effectively and shares information and resources appropriately.

7. Prepares a variety of studies, reports and related information for the City Manager for decision-making purposes. ***Self-Development:*** *Stays informed of current trends and innovations in the field of public administration and leadership. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships. Participates in training opportunities and professional organizations to improve skills and contribute meaningfully to the profession. Looks for ways to improve and promote growth. Measures self against standard of excellence.*
8. Assists the City Manager in seeing that all laws and ordinances are faithfully performed. *Demonstrates ability to analyze and problem solve. Exercises appropriate discretion and professional judgement.*
9. Attends meetings requested by the City Manager; attends City Council meetings in the City Manager's absence and at the City Manager's request.

OTHER DUTIES AND RESPONSIBILITIES:

1. Recommends adoption by City Council of such measures as may be expedient or necessary.
2. Prepares and submits required reports.
3. Performs other duties as required.

QUALIFICATIONS:

Knowledge of: budgeting; government structure and process; department goals and objectives; department policies and procedures; Occupational Safety and Health Administration rules and regulations; Department of Labor rules and regulations; public relations; human resources management; labor relations; employee training and development; employee benefits administration; supervisory principles and practices; public administration;* economic development principles. *municipal laws and regulations, Civil Service Rules, City Charter, and City ordinances; strategic planning; municipal finance, purchasing laws and practices; social, political, and economic trends and operating challenges of municipal government; personnel administration; community resources and services; workplace safety; supervisory principles and practices; public policy; and records management.*

Reasoning Skills: *Ability to plan, organize, and direct municipal operations, services, and activities. Ability to assist City Manager and staff in ongoing strategic planning and implementation efforts. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply management principles to analyze problems, collect data, establish facts, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.*

Communication Skills: *deal with many variables and determine specific action; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; prepare accurate documentation; compile and prepare reports; conduct effective interviews; communicate effectively; train or instruct others; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints. Ability to develop and maintain effective relationships with the City Manager, City Council, officials, leaders, organizations, the public, and staff at all levels. Ability to respond effectively to sensitive inquiries or complaints from the public and public officials. Ability to compile and prepare reports, business correspondence, and documents.*

Education and Experience: Bachelor's degree in business, public administration, or related field (Master's degree preferred) in municipal government; two (2) years experience in municipal environment desired. *Minimum of a Bachelor's degree in business administration, accounting, finance, public administration, public policy, or related field and four (4) years' experience a municipal administrative capacity.*



CITY OF FRANKLIN POSITION DESCRIPTION

or equivalent combination of education and experience. Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision required.

Licensure or Certification Requirements: Valid Ohio driver's license, *acceptable motor vehicle record, and continuous insurability required.*

Equipment, Tools and Materials: ~~Computer, copier, fax machine.~~ *Ability to use computer equipment, modern fiscal software and equipment, and standard office equipment. Ability to periodically drive vehicle.*

Math Skills: *Advanced mathematical, fiscal skills. Ability to adhere to annual budgets as well as the capability to develop and implement cost saving measures.*

Physical Requirements: (with or without accommodation): *Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment.*

Technical Skills: ~~computer operation~~ *Ability to use e-mail, spreadsheet, and office software. Ability to maintain complex financial records. Ability to learn automated system functions used in carrying out job duties.*

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Emergency plans and fire plans.

2. ——— Compressed gases.

3. ——— Portable fire extinguishers.

4. ——— Hazardous chemicals.

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. 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 (employee) signature below signifies that I have reviewed



CITY OF FRANKLIN

POSITION DESCRIPTION

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. ~~Uses or works in proximity to the use of firearms.~~
2. ~~Works in or around crowds.~~
3. ~~Has contact with potentially violent or emotionally distraught persons.~~
4. ~~Has exposure to life threatening situations.~~
5. ~~Has exposure to hot, cold, wet, humid or windy weather conditions.~~
6. ~~Has exposure to hazardous driving conditions.~~

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Council/Administration
Civil Service Status:	Unclassified	Position Title:	Clerk of Council
Employment:	Full-time	Reports To:	City Council
FLSA Status:	Exempt	Supervises:	

GENERAL DESCRIPTION: Under direction of the City Manager, the Clerk of Council provides administrative support to City Council and the City Manager; coordinates, attends and records City Council meetings, and various other meetings as required.

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

1. ~~Attends all meetings of Council and takes minutes~~ *keeps a record of all the proceedings*; prepares the Chambers or other location for the meetings; responsible for all required public notices; prepares Council agenda *and packets, and is responsible for the delivery of the same to Council and staff*; insures that the Mayor signs copies of all passed legislation *is signed*; ~~prepares packets for Council meetings and is responsible for the delivery of the same to Council and staff~~; certifies all legislation with publication dates and enters them into the Clerk's Journal; insures that the Codified Ordinances are up-to-date and available to the public.
2. *Maintains all minutes, ordinances, and resolutions approved by the governing body. These are permanent records of the municipality and the clerk is accountable for their safe keeping and retention.*
3. Works closely with the City Manager to assist in executing routine administrative duties, carrying out short-term and long-term special projects, and formulating administrative policy; works on special projects, as requested by the City Manager; assists in policy development and program implementation; assists with grant applications and administration.
4. Maintains files of official records; maintains records of appointments and terms of office; ~~maintains Clerk's journal and a record of all ordinances and resolutions adopted by the Council.~~
5. *Develops, writes, and edits marketing and communications materials, including press releases, website news posts and social media content.*
6. *Ensures that all communications and marketing material aligns with brand standards.*
7. *Works with City Manager and Department Heads to conceptualize and implement communications strategies and campaigns.*
8. *Maintains and updates the City's website(s). Works with appropriate staff to ensure accurate and current information is available to the public.*
9. *Serves as the Public Records Officer for the City by fulfilling public record requests in accordance with the Public Records Act.*
10. *Monitors office supplies and orders new stationery, furniture, appliances and electronics as required. Maintains office condition and arranges necessary repairs. Coordinates with IT department on all office equipment.*
11. ~~Meets all job safety requirements and all applicable OSHA safety standards and NFFA regulations that pertain to essential functions.~~
12. ~~Demonstrates regular and predictable attendance.~~ *Demonstrates ability to analyze and problem solve. Exercices appropriate discretion and professional judgement.*



CITY OF FRANKLIN POSITION DESCRIPTION

OTHER DUTIES AND RESPONSIBILITIES:

1. May serve as liaison to community groups, committees appointed by Council, or other City Boards or Commissions.
 2. Represents the City when necessary, in various governmental matters, as requested by Council or the City Manager.
 3. Performs other duties as required.
-
-

QUALIFICATIONS: (* indicates developed after employment)

Any combination of training and work experience that indicates the possession of the required skills and abilities listed below. An example of acceptable qualifications:

Ability to multitask, dealing with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations;

Communication Skills: *Strong communicator who works well independently and with a team. Must possess exceptional writing skills and be able to compose clear and accurate content. Ability to think strategically and identify ways to improve communication efforts.* Prepare routine correspondence; compile and prepare reports; respond to routine inquiries from the public and public officials; communicate effectively; develop and maintain effective working relationships; handle sensitive or technical inquiries from and contacts with the public and public officials; maintain records and journals in accordance with established procedures.

Education and Experience: High school diploma or equivalent, *associate or bachelor's degree preferred*, training and/or experience in office practices and procedures and public administration. Knowledge of government structure and process; municipal laws and/or regulations; departmental policies and procedures; public relations; community resources and services; public administration; records management or a *combination of education and work experience that indicates the possession of the required skills and abilities listed below.*

Equipment, Tools and Materials: *Ability to use* computer *equipment, modern software and equipment*, copier, *scanner*, fax machine, typewriter, telephone, and recording equipment.

Licensure or Certification Requirements: *Notary Public State of Ohio.*

Math skills: *Ability to adhere to annual budgets.*

Physical Requirements: (*with or without accommodation*): *Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment.*

Reasoning Skills: *Ability to multitask, dealing with many variables while determining and taking specific action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules and regulations to specific situations.*

Technical Skills: Computer operation; typing; use of modern office equipment; *Proficiency in MS Office.*



CITY OF FRANKLIN

POSITION DESCRIPTION

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

- 1. Emergency plans and fire plans.
- 2. Compressed gases.
- 3. Portable fire extinguishers.
- 4. Hazardous chemicals.

The employee:

- 1. Works in or around crowds.
- 2. Has contact with potentially violent or emotionally distraught persons.
- 3. Has exposure to life threatening situations.
- 4. Has exposure to hot, cold, wet, humid or windy weather conditions.
- 5. Has exposure to hazardous driving conditions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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 (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)