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Ordinance 45-2023

CHAPTER 38: OTHER DEPARTMENTS AND STAFF

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ADMINISTRATIVE STAFF

§ 38.01 CITY ADMINISTRATOR.

The City Administrator is appointed by the Mayor and serves under his general direction as the Chief Administrative Officer of the city. The City Administrator has oversight responsibility for and authority over all executive departments under the appointing authority of the Mayor. The position is in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.02 ASSISTANT CITY ADMINISTRATOR.

The Assistant City Administrator serves under the general direction of the City Administrator, and is appointed by the Mayor. With the exception of the City Administrator, the Assistant City Administrator shall have executive authority over all personnel appointed by the Mayor. The position is in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.03 ~~SENIOR ADMINISTRATIVE ASSISTANT~~ to the CITY ADMINISTRATOR.

There is hereby created the classified position of ~~Senior Administrative Assistant~~ to the City Administrator in the Administrative Office. The ~~Senior Administrative Assistant~~ to the City Administrator shall provide administrative support under the general direction of the City Administrator and the Assistant City Administrator.

(Ord. 34-1997, passed 4-16-97)

§ 38.04 ADMINISTRATIVE ASSISTANT.

There is hereby created the classified position of Administrative Assistant in the Administrative Office. The Administrative Assistant shall provide administrative support under the general direction of the City Administrator and the Assistant City Administrator.

(Ord. 34-1997, passed 4-16-97)

§ 38.05 FINANCE OFFICER/TAX COMMISSIONER.

There is hereby established the unclassified position of Finance Officer/Tax Commissioner. ~~tax commissioner whose duties shall be those set out in § 94.13.~~ The Finance Officer/Tax Commissioner shall serve as the director for both the Finance and Tax Departments and serve under the general direction of the City Administrator and Assistant City Administrator. The position shall be responsible for all financial

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responsibilities and obligations of the City. The Finance Officer/Tax Commissioner shall serve as the Tax Administrator for the City and shall have the responsibilities and authority expressed in the Charter and Ohio Revised Code.

(Ord. 34-1997, passed 4-16-97)

~~§ 38.06 TAX COMMISSIONER'S SECRETARIAL ASSISTANT.~~

~~—There is established the position of secretarial assistant for the tax commissioner who shall be appointed by the Clerk, subject to the rules and regulations of the Civil Service Commission.~~

~~(Ord. 34-1997, passed 4-16-97)~~

§ 38.06 CLERK OF COUNCIL

There is hereby created the position of Clerk of Council. Under the guidance and supervision of the City Administrator, the duties of the Clerk of Council may be assigned or employed in a full or part-time capacity. The Clerk of Council shall exercise all powers and duties created by the city's Charter; keep all records of Council; keep all records of Council current and up to date; maintain all public records for examination; and perform all other duties as assigned by the City Administrator.

~~§ 38.07 SCHOOL CROSSING GUARDS.~~

~~—(A) The Mayor is authorized to employ two persons who, in his opinion, are suitable for the position, to serve as school crossing guards.~~

~~—(B) The Mayor may employ such additional school crossing guards as are required to provide safe street crossing for pedestrian school children, as traffic conditions, from time to time, dictate.~~

~~—(C) The hours and stations of duty of the school crossing guard shall be as directed by the Mayor, with consultation with the Chief of Police.~~

~~—(D) They shall receive no benefits in addition to their hourly compensation.~~

~~(Ord. 34-1997, passed 4-16-97)~~

§ 38.07 HUMAN RESOURCES ADMINISTATOR.

There is hereby created the unclassified position of Human Resources Administrator. The Human Resources Administrator serves as a member of the management team under the supervision of the City Administrator and Assistant City Administrator. The Human Resources Administrator shall be responsible for a wide range of administrative tasks, maintaining employee records, coordination with all departments regarding the selection process for full and part-time employees, policy development, benefits administration, and ensures compliance with employment laws and regulations.

~~§ 38.08 PUBLIC SAFETY PLANNING COORDINATOR.~~

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~~—There is hereby created the position of Public Safety Planning Coordinator. The Public Safety Planning Coordinator is responsible for the long term emergency preparedness planning activities for the city, and the coordination of such planning with all elements of the organization including the Fire, Police, Building, Public Works, Health and Recreation Departments. The Public Safety Planning Coordinator reports directly to the City Administrator.~~

~~(Ord. 40-2001, passed 7-19-01)~~

§ 38.08 RESERVED

~~§ 38.09 ASSISTANT TO THE CITY ADMINISTRATOR/ECONOMIC DEVELOPMENT~~

DIRECTOR.

There is hereby created the unclassified position of ~~assistant to the City Administrator~~/Economic Development Director. The ~~assistant to the City Administrator~~/Economic Development Director serves as a member of the municipal management team along with the City Administrator and Assistant City Administrator; plans and coordinates the city's economic development program; performs administrative and management responsibilities on behalf of the City Administrator as directed; conducts studies, surveys and other research on administrative, organizational, and operational matters; other appropriate duties as assigned by the City Administrator. The ~~assistant to the City Administrator~~/Economic Development Director reports directly to the City Administrator and Assistant City Administrator.

(Ord. 57-2001, passed 11-7-01)

RECREATION CENTER STAFF

§ 38.10 RECREATION DIRECTOR.

There is hereby created the position of Recreation Director. The Recreation Director is the executive director of the Recreation Department and the Park Maintenance Work Force. The Recreation Director serves under the general direction of the City Administrator, and is appointed by the Mayor. The position is in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.11 ASSISTANT RECREATION DIRECTOR.

There is hereby created the position of Assistant Recreation Director. The Assistant Recreation Director serves under the direction of the Recreation Director. The number of persons filling such position shall be no more than three. The position is in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.12 ADMINISTRATIVE ASSISTANT.

There is created the classified position of Administrative Assistant for the Springdale Recreation Department. The Administrative Assistant shall provide administrative support under the direction of the Recreation Director and the Assistant Recreation Directors.

(Ord. 27-1997, passed 4-2-97; Am. Ord. 34-1997, passed 4-16-97)

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§ 38.13 PART TIME AND SEASONAL RECREATION STAFF.

There are hereby created the part-time and seasonal positions of Aquatic Director, Assistant Aquatic Director, life guard, concession worker, party worker, ~~office helper~~ customer service representative, instructor, ~~park patrol officer~~ recreation attendant and ~~temporary seasonal~~ maintenance worker. There shall also be such part-time and seasonal employees as deemed necessary by the Recreation Director and approved by the Mayor or City Administrator. These employees shall be in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.14 FITNESS CENTER MANAGER.

There is hereby created the position of Fitness Center Manager. Under the direction of the Parks and Recreation Director, the Fitness Center Manager will be responsible for the daily management and operation of the Springdale Community Center Fitness Center. This involves the development and implementation of policies, schedules and written material relevant to the Fitness Center and supervision of fitness instructors. In addition, the Fitness Center Manager is expected to provide equipment orientations, health screenings, fitness assessments and instruction on the proper and safe use of the fitness equipment to patrons. The Fitness Center Manager will be responsible for the instructional programs primarily hosted in the Studio. These duties will include but not be limited to the selection and scheduling of programs as well as recruitment of contract instructors to conduct the classes.

(Ord. 30-2001, passed 4-18-01)

PARK MAINTENANCE FORCE

§ 38.20 COMPLEMENT AND CLASSIFICATION.

(A) The Park Maintenance Force shall consist of such probationary and/or permanent classified employees as may, ~~in~~ at the discretion of the Mayor, be deemed necessary from time to time. The Park Maintenance Force shall be authorized to have the following classifications:

- (1) Parks Supervisor
- (2) Crew leader.
- ~~(2)(3)~~—Maintenance worker.

(B) There shall also be such temporary and seasonal employees as deemed necessary by the Recreation Director and approved by the Mayor or City Administrator. These employees shall be in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

PUBLIC WORKS DEPARTMENT

§ 38.25 ~~SUPERINTENDENT~~ DIRECTOR OF PUBLIC WORKS.

The ~~Superintendent~~ Director of Public Works is the executive director of the Public Works Department. The ~~Superintendent~~ Director of Public Works serves under the general ~~director~~ direction of the City Administrator, and is appointed by the Mayor. The position is in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

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§ 38.26 ASSISTANT ~~SUPERINTENDENT-DIRECTOR~~ OF PUBLIC WORKS.

There is hereby created the position of Assistant ~~Superintendent-Director~~ of Public Works who shall serve under the direction of the ~~Superintendent-Director~~ of Public Works. The position is in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.27 COMPLEMENT AND CLASSIFICATION.

The Public Works Labor Force shall consist, in addition to the ~~Superintendent-Director~~ of Public Works and Assistant ~~Superintendent-Director~~ of Public Works, of such probationary and/or permanent classified employees as may, ~~in-at~~ the discretion of the Mayor, be deemed necessary from time to time. The labor force in the Public Works Department shall be authorized to have the following classifications:

- (A) Crew Leader;
- (B) Public Works Inspector;
- (C) ~~Motor Equipment Fleet~~ Mechanic;
- (D) Maintenance Workers; and
- (E) Administrative ~~Secretary Assistant~~.

(Ord. 27-1997, passed 4-2-97; Am. Ord. 34-1997, passed 4-16-97)

§ 38.28 TEMPORARY AND SEASONAL PERSONNEL.

There shall also be such temporary and seasonal employees as deemed necessary by the ~~Superintendent Director~~ of Public Works and approved by the Mayor or City Administrator. These employees shall be in the unclassified service.

(Ord. 34-1997, passed 4-16-97)

§ 38.29 ~~INSPECTOR OF PUBLIC WORKS~~ INSPECTOR.

(A) In addition to the work force of the Public Works Department, the Mayor is authorized to contract for such additional personnel as he deems necessary for the purpose of inspecting the construction of public works whether the work is done by the city, by contract, by private developer or otherwise.

(B) When such improvement is being performed by a private developer, the developer shall be charged an hourly rate for each hour of inspection services required, to cover the compensation of the Inspector and the cost of overhead.

(Ord. 34-1997, passed 4-16-97)

BUILDING DEPARTMENT

§ 38.30 CHIEF BUILDING OFFICIAL.

The Chief Building Official is the executive director of the Building Department. The Building Official serves under the general direction of the City Administrator, and is appointed by the Mayor. The position is in the unclassified service.

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(Ord. 34-1997, passed 4-16-97)

§ 38.31 PLAN REVIEW.

For the assistance of the Chief Building Official, the Mayor may, at his discretion, contract with a registered architect or professional engineer for the purpose of plan review. ('68 Code, § 14.6) (Ord. 34-1997, passed 4-16-97)

§ 38.32 BUILDING INSPECTOR.

(A) There ~~are-is hereby~~ established ~~two-the~~ positions of Building Inspector ~~as assistant to under the supervision of the Chief Building Official as directed by the Mayor and City Administrator.~~

(B) The Mayor, at his discretion, may contract for the services of any competent person as a Building Inspector.

(Ord. 34-1997, passed 4-16-97)

§ 38.33 PROPERTY MAINTENANCE INSPECTOR.

(A) There is hereby established the position of Property Maintenance Inspector under the supervision of the Building Official as directed by the Mayor and City Administrator.

(B) The Property Maintenance Inspector shall inspect existing buildings and properties for conformance with the city's property maintenance and zoning codes and issue notices and orders for compliance as necessary and perform other duties as directed.

(Ord. 17-1990, passed 2-21-90; Am. Ord. 34-1997, passed 4-16-97)

§ 38.34 ADMINISTRATIVE ASSISTANT.

There is hereby created the classified position of Administrative Assistant in the Springdale Building Department. The Administrative Assistant shall provide administrative support under the direction of the Building Official.

(Ord. 27-1997, passed 4-2-97; Am. Ord. 34-1997, passed 4-16-97)

~~**§ 38.35 ADMINISTRATIVE SECRETARY.**~~

~~—There is hereby created the classified position of Administrative Secretary to be shared by the Building Department and Health Department. The Administrative Secretary shall be under the direction of both the Building Official and the Health Commissioner. See § 37.08.~~

~~(Ord. 27-1997, passed 4-2-97; Ord. 34-1997, passed 4-16-97)~~

MISCELLANEOUS

§ 38.50 CUSTODIAN, FACILITIES MAINTENANCE

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There is hereby created the position of ~~eustodian~~ Facilities Maintenance within the classified civil service of the city. The Mayor may ~~employee-employ~~ such ~~eustodial~~ personnel as he deems necessary to maintain the facilities of the city.

(Ord. 34-1997, passed 4-16-97)

§ 38.51 TECHNICAL SERVICES ADMINISTRATOR.

There is hereby established the position in the classified service of Technical Services Administrator, under the direction of the City Administrator and Assistant City Administrator. ~~;~~ ~~pursuant to the job description on file with the City of Springdale, which job description is attached to Ordinance 6-2009 as Exhibit A, and incorporated herein by reference, and which may be amended in the future to reflect the city's need concerning the responsibilities of the Technical Services Administrator. The Technical Services Administrator coordinates technical support for the City's network and provides technical assistance for all information technology infrastructure.~~

(Ord. 6-2009, passed 3-18-09)