

RECORD OF ORDINANCES

Ordinance No. 05-34-2023 Passed 5-16-, 20 23

AN ORDINANCE AMENDING SECTION 125.04 OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE TO INCLUDE AN ADDITIONAL ADMINISTRATIVE ASSISTANT, CIVIL DIVISION POSITION TO REPLACE THE CURRENT SECRETARY POSITION WITHIN THE DEPARTMENT OF THE CITY LAW DIRECTOR AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the City of Circleville is empowered by statute to establish positions within the various departments of the City and to set compensation for such employees; and

WHEREAS, it is the desire to replace the current union position of Secretary to a non-union position of Administrative Assistant, Civil Division; and

WHEREAS, the establishment of this position is found to be necessary for the efficient operation of the Law Director's Office and the same ought to be done.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, PICKAWAY COUNTY, OHIO, AS FOLLOWS:

SECTION I. That Section 125.04 of the Codified Ordinances of the City of Circleville is hereby amended so as to provide as follows:

125.04 Administrative Assistant

- a. Effective upon the passage of this ordinance, there shall be two Administrative Assistant positions within the Department of the City Law Director which shall be titled Administrative Assistant, Criminal Division and Administrative Assistant, Civil Division;
- b. This position shall be a full time, non-union, non-classified position.
- c. The position of Administrative Assistant shall be paid as established in the uniform compensation plan.

SECTION II. The previous position of Secretary within the Department of the City Law Director is hereby eliminated effective immediately upon the passage of this ordinance.

SECTION III. That any ordinance or resolution in conflict with this ordinance is hereby repealed.

SECTION IV. That all formal actions of this Council concerning this Ordinance were adopted in an open meeting, and that all deliberations of this Council, or any of its committees, which resulted in such formal actions were meetings open to the public and have been done in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION V. That this Ordinance is hereby declared to be an emergency measure, necessary for the preservation of health, safety and welfare of the citizens of the City of Circleville, such emergency arising out the immediate need to employ an Administrative Assistant to handle the duties of the previous Secretary position for the continued day to day civil administrative operation of the Department of the Law Director, so that this Ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor.

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PASSED: 5-16-2023
DATE

Barry J. Kelly
PRESIDENT OF COUNCIL

ATTEST: Linda M. Gray
CLERK OF COUNCIL

APPROVED: 5-16-2023
DATE

Deborah K. McElroy
MAYOR

APPROVED AS TO FORM

Gary D. Kenworthy
GARY D. KENWORTHY
CIRCLEVILLE LAW DIRECTOR

REVIEWED BY LAW DIRECTOR
AND APPROVED AS TO FORM