

ORDINANCE #6-2009

**AN ORDINANCE CHANGING THE ADMINISTRATIVE ASSISTANT POSITION
FROM PART TIME TO FULL TIME AND REPEALING ANY INCONSISTENT
ORDINANCES.**

WHEREAS, the Council of the Village of Woodville, Sandusky County, Ohio previously established the position of Administrative Assistant to the Village Works Administrator pursuant to Ordinance #31-2000, and

WHEREAS, the Council of the Village of Woodville, Ohio has established the position of Village Administrator and wishes to convert the Part Time Administrative Assistant position to a Full Time position as Administrative Assistant to the Village Administrator;

NOW, THEREFORE BE IT ORDAINED by the Council of the Village of Woodville, Sandusky County, Ohio that:

Section 1: The position of Administrative Assistant to the Village Administrator is hereby deemed to be full time under Village Wage Ordinance 21-2007 and compensation shall be paid in accordance with the provisions of said ordinance.

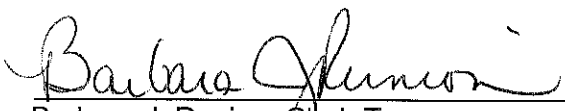
Section 2: This position will require maintaining records; possessing computer skills with Microsoft Word, Excel, Internet experience; preparing documents for grants, zoning issues, and other related duties; basic budgeting skills; general office skills with a positive, professional outlook; and a willingness to work well with co-workers and village residents.

Section 3: It is found and determined that all formal actions of the Council of the Village of Woodville, Sandusky County, Ohio, concerning and relating to the adoption of this ordinance were taken in an open meeting of this Council and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including 121.22 of the Ohio Revised Code.



Mayor Richard A. Harman

ATTEST:



Barbara J. Runion, Clerk-Treasurer

Suspension of Rules: 2-23-09
Yeas: 5
Nays: 0
Passage: 2-23-09
Yeas: 5
Nays: 0