

CITY OF FOSTORIA, OHIO

Ordinance No.: 2019 - \_\_\_\_\_  
Requested by: Auditor

AN ORDINANCE

Creating the position of "Finance Administrator" for the City of Fostoria, Ohio, and declaring an emergency to exist.

WHEREAS, after reviewing the financial needs of the City of Fostoria, Ohio, the Auditor recommends to the City Council the creation of a position of "Finance Administrator" to efficiently assist the Auditor with preparing, maintaining, and reporting accurate financial information, among other tasks; and,

WHEREAS, the new position is recommended to be a full-time, non-exempt position with an hourly pay range of \$15.81 to \$17.56 with benefits.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Fostoria, Seneca, Hancock, and Wood Counties, Ohio:

SECTION 1. The Council of the City of Fostoria hereby establishes the full-time position of "Finance Administrator."

SECTION 2. The said position shall be a City-position (an employee), with compensation of no less than \$15.81 hourly and no more than \$17.56 hourly, with City benefits, to perform duties as specified in the attached job description.

SECTION 3. The position of "Finance Administrator" shall be synonymous with "Assistant Income Tax Administrator" as identified in all past ordinances.

SECTION 4. The "Finance Administrator" shall be directly responsible to the Auditor. The Auditor is further empowered, authorized and directed to determine the employee's hourly compensation package from within the said range, without further Councilmatic approval.

SECTION 5. The Auditor is authorized, empowered and directed to hire a qualified applicant immediately.

SECTION 6. It is found and determined that all formal actions of this Council concerning and relating to the adoption 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 actions were in meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 7. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare. The reason for such emergency is that the City budget process begins in September and the Auditor's office requires the services of a Finance Administrator so that said process is completed in a timely and competent manner.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jon Kauffman, President of Council

ATTEST:

\_\_\_\_\_  
Tamara L. Drake, Clerk of Council

Filed with me and approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Eric J. Keckler, Mayor