

**AMELIA VILLAGE, OHIO
ORDINANCE: O-2013-62**

AN ORDINANCE BY THE COUNCIL OF AMELIA VILLAGE, OHIO CREATING THE POSITION OF PUBLIC SAFETY & SERVICE DIRECTOR, ADOPTING THE JOB DESCRIPTION FOR THAT POSITION, APPOINTING DANI SPEIGEL TO THAT POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, Village Council has determined the need to create the position of a Public Safety & Service Director for Amelia Village; and

WHEREAS, the Mayor recommends appointing Dani Speigel to fill the new position of Public Safety & Service Director;

NOW THEREFORE BE IT ORDAINED by the Council of Amelia Village, Clermont County, Ohio, a majority of its members concurring, that:

SECTION I The position of Public Safety & Service Director is hereby created.

SECTION II The Public Safety & Service Director job description attached hereto and incorporated herein is hereby adopted to establish the job duties and responsibilities for this position.

SECTION III That Dani Speigel be appointed to the position of Public Safety & Service Director effective as soon as permitted by law, and that there be no increase to her existing salary as Zoning Administrator for the additional responsibilities of the Public Safety & Service Director position.

SECTION IV Amelia Village Council finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting of this Council, and, that all deliberations of the Council and of its committees, if any, which resulted in the formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION V This Ordinance is hereby declared to be an emergency measure for the preservation of the public peace, health, safety and general welfare of the Village, and for the further reason that it is immediately necessary to approve this to provide for a Public Safety & Service Director, at the earliest possible time for the continued public safety of the Village. Therefore, provided this emergency clause receives the affirmative vote of two-thirds of all members elected to Council, this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise from and after the earliest period allowed by law.

 KK moved to suspend the rules requiring three readings on three separate dates;

 ED seconded the motion;

	Yea	Nay	Absent
Derrick Campbell.....	<u> ✓ </u>	<u> </u>	<u> </u>
Chris Dickerson.....	<u> ✓ </u>	<u> </u>	<u> </u>
Susan Elliott.....	<u> ✓ </u>	<u> </u>	<u> </u>
Renee Gerber.....	<u> ✓ </u>	<u> </u>	<u> </u>
Katie Krafska.....	<u> ✓ </u>	<u> </u>	<u> </u>

KK moved for the adoption of the ordinance.

CD seconded the motion.

	Yea	Nay	Absent
Derrick Campbell.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Elliott.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renee Gerber.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Krafska.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

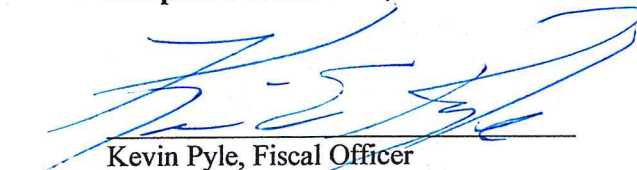
KK moved for the adoption of the emergency clause.


CD seconded the motion.

	Yea	Nay	Absent
Derrick Campbell.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Elliott.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renee Gerber.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Krafska.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rules are suspended.

Adopted December 17, 2013


Kevin Pyle, Fiscal Officer


Todd Hart, Mayor

TITLE: Public Safety & Service Director
DEPARTMENT: Administration
SUPERVISOR: Village Mayor
EMPLOYMENT STATUS Part Time
FLSA STATUS: Non-Exempt
PREPARED DATE: December 17, 2013

GENERAL PURPOSE: Serves as the main safety employee for the Village and performs technical and professional work in administering all aspects of public safety and service.

SUPERVISION EXERCISED: Generally not required to supervise any employees.

ESSENTIAL FUNCTIONS:

Attendance Requirements:

- The normal office hours of the Amelia Village offices managed by Public Safety & Service Director shall be 8:00 a.m. to 4:00 p.m., Monday, Wednesday and Friday, with the normal work week being 24 hours. However, given the nature of the position of Public Safety & Service Director, the person selected for this position will be expected to put in the necessary hours in order to effectively perform his/her duties.
- The Public Safety & Service Director must attend at least one Village Council meeting per month.

Overall Responsibilities:

- Evaluates current programs, policies, and directives and develops recommendations to the Mayor and Village Council for improvements to increase the effectiveness, efficiency, and responsiveness of Village safety and emergency response operations and services; directs implementation and communication of new or expanded programs.

Miscellaneous Responsibilities:

- Maintains and implements inspections of emergency response equipment including smoke detectors, carbon monoxide detectors and security lighting within the buildings maintained by the Village.
- Works with the local fire department on inspections of fire hydrants.
- Keeps current documentation of material safety data sheet (MSDS) and Occupational Safety and Health Administration (OSHA) requirements.

- Works closely with the County and the Mayor in implementing and maintaining emergency response training and procedures.
- Keeps Mayor and Council informed of public safety concerns.
- Performs other duties as requested by the Mayor or Village Council or as required to complete any duty or function specifically listed in this job description.
- Coordinates CPR Training for all Village departments.
- Maintains all equipment located within the safety service vehicle.
- Acts as liaison to the Mayor in the event of a disaster.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent with six months to one year related experience and/or training.

LANGUAGE SKILLS:

- Ability to write reports. Ability to effectively present information and respond to questions from Village Council, the Mayor, and the general public.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TOOLS AND EQUIPMENT USED:

- Personal Computer, including applicable word processing, spreadsheet and data base software; calculator, phone; copy machine; and fax machine; measuring equipment; equipment within safety services vehicle.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Ohio state driver's license or ability to obtain one within three months.

PHYSICAL DEMANDS:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk on varying terrains.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment can range from quiet to construction and traffic noise.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

PERFORMANCE REVIEW GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

