

AN ORDINANCE RE-CREATING THE DEPARTMENT OF PUBLIC SAFETY/ SERVICE WITHIN THE CODIFIED ORDINANCES OF THE CITY OF MARION CHAPTER 133, CREATING NECESSARY SECTIONS, REPEALING THOSE SECTIONS OF ORDINANCE 2007-107 WHICH ARE INCONSISTENT HERewith, AMENDING THE YARGER REPORT AND DECLARING AN EMERGENCY

WHEREAS, the City Council for the City of Marion, based upon good cause and a plan of action to provide mechanisms that will best serve the people of Marion in the delivery of services, recognizing that the previous modification made in 2007 served a purpose at that time,

WHEREAS, the Council finds the return of the basic prior structure to be desirable given the current needs of the community,

BE IT ORDAINED, by the Council of the city of Marion, Marion County, Ohio:

Section 1. Council finds it to be in the best interests of the citizens of Marion, Ohio to combine the previously separated Departments of Safety and Service. Council hereby re-established the Department of Public Safety/Service within Chapter 133 of the codified ordinances. Hereby reestablishing the position of Director of Public Safety/Service.

Section 2. Section 133.01 currently reading as follows: "There is created a Department of Public Safety which shall be administered by a Director of Public Safety."

Shall be amended to read:

Section 133.01 "There is created a Department of Public Safety/Service which shall be administered by a Director of Public Safety/Service."

Section 3. All reference to the former Safety Director or Service Director contained within Chapter 133 shall be replaced with and shall here forward by Safety/Service Director. Throughout the Codified Ordinances for the City of Marion where reference was split between the Safety and Service Director, said reference shall be combined with all duties under the direction of the Director of Public Safety/Service.

Section 4. The job description is currently included in the personal classification schedule (Yarger Report) heretofore adopted by City Council.

Section 5. Pursuant to authority granted under 737.01, the Council hereby waives the residency requirement contained therein. Said provision having been waived, Council determines the Director shall reside within the County of Marion, Ohio or an adjacent County as provided in Revised Code 9.481(B)(2)(b)."

Section 6. Incorporating herein the relevant existing provisions within Section 1 of Ordinance 2002-101 now reading as follows:

Section 133.02 COMPENSATION

(A) Such annual salary shall be subject to adjustment on each anniversary of the appointee's date of appointment to this office. The Mayor may authorize such annual adjustment, based on merit within a salary range of \$50,205 minimum and \$67,128 maximum, not to exceed a 3% increase in annual salary. The salary range remains subject to revision by Council.

(B) In addition to the state compensation, the Director shall be entitled to the working conditions and employee benefits as provided for full time permanent employees; excluding overtime, compensatory time, vacation and sick leave.

Section 7. All provisions contained in previously adopted Ordinances not modified by the above shall remain in effect as if fully restated herein.

Section 8. That this Ordinance is hereby declared to be an emergency measure necessary for the welfare of the City of Marion and its inhabitants thereof: given the immediate need to implement the structural change due to the imminent budget constraints and to provide for the most effective cohesive provision of services to the citizens of Marion; and as such shall take effect and be in force immediately upon its passage and approval by the Mayor, provided it receives the affirmative vote of two-thirds of all members elected to Council, otherwise it shall become effective from and after the earliest period allowed by law.

Approved:

Todd Schneider
President of Council

Mayor Scott Schertzer

Attest:

Clerk of Council

ORDINANCE AMENDING ORDINANCE 1969-29, COMMONLY KNOWN AS THE YARGER REPORT, BY CREATING A NEW POSITION IDENTIFIED AS THE ADMINISTRATOR OF MANAGEMENT AND BUDGET, ESTABLISHING SALARY AND BENEFITS FOR SAID POSITION, AND DECLARING AN EMERGENCY

WHEREAS, the Mayor has advised the Council it is necessary and beneficial to create a position to be known as the Administrator of Management and Budget, which shall be funded by re-allocations within the current adopted budget, with responsibilities as set forth in the Job Description attached hereto (Exhibit A) and made a part hereof.

BE IT ORDAINED by the Council of the City of Marion, Marion County, Ohio:

Section 1. The Council finds it necessary to create within the City's Job Classification Plan, also referred to as the Yarger Report, the position of Administrator of Management and Budget, with duties as set forth in the attached Job Description which is made a part hereof.

Section 2. That said position is FLSA exempted salaried and shall not be entitled to overtime as provided in Section 46.13 of the Personnel Policies.

Section 3. Such annual salary shall be subject to adjustment on each anniversary of the appointee's date of appointment to this office. The Mayor may authorize such annual adjustment, based on merit within a salary range of 53,250 minimum and 57,950 maximum, not to exceed a 3% increase in annual salary. The salary range remains subject to revision by Council. In addition to the stated salary, the Director shall be entitled to the working conditions and employee benefits as provided for full time permanent employees; excluding overtime, compensatory time, vacation and sick leave.

Section 4. That the job description for said position is attached hereto and incorporated herein by reference and shall by reference become a part of the personnel classification schedule heretofore adopted by this Council as fully as if the same were rewritten in said personnel classification schedule.

Section 5. Within the existing approved Budget, the transfers listed below shall be made to enable this legislation and the position to be put in place:

Transfer From:	Amount	Transfer to:	Amount
#101.1016.5101.01	\$25,000.00	#101.1009.5101.01	\$57,950.00
#101.1007.5413	\$30,000.00	#101.1009.5102.01	\$ 1,300.00
#501.5000.5101.01	\$30,000.00	#101.1009.5102.03	\$ 8,250.00
		#101.1009.5102.04	\$ 4,500.00
		#101.1009.5102.08	\$ 8,750.00
		#101.1009.5102.09	\$ 2,500.00
		#101.1009.5102.12	\$ 1,170.00
		#101.1009.5102.13	\$ 180.00
		#101.1009.5102.14	\$ 400.00

Section 6. That this Ordinance is hereby declared to be an emergency measure necessary for the welfare of the City of Marion and its inhabitants thereof: given the immediate need to proceed without delay to put in place a necessary position to enable more efficient operations and

functionality with the City; and as such shall take effect and be in force immediately upon its' passage and approval by the Mayor, provided it receives the affirmative vote of two-thirds of all members elected to Council, otherwise it shall become effective from and after the earliest period allowed by law.

Approved:

President of Council

Mayor Scott Schertzer

Attest:

Clerk of Council

CITY OF MARION, OHIO
Job Description

Job Title:	ADMINISTRATOR - OFFICE OF MANAGEMENT AND BUDGET MAYOR
Reports To:	EXEMPT
FLSA Status:	H. R.
Prepared By:	01-02-20
Prepared Date:	

SUMMARY: This is an Administrator position responsible for the administration of the Office of Management and Budget, including but not limited to departmental construction project management; city property and facility maintenance; assigned departmental fleet management; related capital improvements; and departmental budget preparation and administration. Work includes managing, supervising, and motivating work force directly or through various subordinate supervisors.

Reporting to the Mayor, work is performed with latitude to complete departmental goals within budgetary guidelines. Supervision is received from the Mayor through work accomplishment routine meetings, and periodic performance reviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Prepares and administers the annual budgets related to Public Services Departmental activities
- Oversees the City Administration Budget to ensure funding (revenue v expenditure)
- Ensures Administration maintains compliance with all federal, state or local regulations for the application, maintenance, reporting of the City's various grant programs. Including but not limited to continuing education, DOJ, (Department of Justice Certification), CPIM Certifications, Sunshine Laws Certification, SAM Registration, Grants.gov registration and administration.
- Ensures Administration is compliant with all activities of the City's TIF (Tax Increment Financing) programs.
- Assists in the application of all grant programs, awards, post issuance closure of grant programs.
- Provides leadership and motivation for all subordinates of the department, promoting unity and cohesion, and maintaining positive working relationships between all department personnel and other city officials and employees, as well as other state, county, and local officials
- Ensures compliance with federal regulations, city ordinances and policies, state statutes, and environmental regulations to secure the safe and efficient operation of the department
- Directs the planning and conduct of adequate and proper training for department personnel and evaluates the performance of department employees if necessary
- Participates as a management bargaining team member in collective bargaining efforts
- Properly and fairly administers the provisions of all relative collective bargaining agreements in consultation with the Human Resources, Safety Director, Director of Public Works and Mayor
- Oversees the bidding and purchasing of supplies, equipment, and services utilized by the department and controls expenditures in accordance with city policies
- Coordinates department activities with the city's engineer in matters relative to public improvements, construction, and repair projects and makes recommendations for improvements to the Mayor

- Oversees the repair of departmental equipment and maintenance of city buildings and grounds as directed
- Prepares and reviews correspondence, records, and reports timely
- Attends various council committees, Airport Commission and Council Meetings
- Supervises and reviews legislation and ordinances relative to the areas of responsibility involved
- Monitors the quality, quantity, and standards of subcontracted work of the department
- Continuously reviews programs of Public Services activities and makes recommendations to the Mayor for improvements, alterations, or changes
- Utilizes available technology to promote the efficient and effective operations of the department
- Safeguards the confidentiality of city administration by exercising appropriate discretion in communicating information to employees, residents, property owners, officials, administrators, consultants, and the general public and in handling departmental records and files, personal actions, performance evaluations, merit, promotion, and tenure decisions and similar confidential materials
- Performs other related manual labor and administrative functions as required to preserve the integrity of Public Services structures, facilities, and projects, to foster good public relations, or as assigned by the Mayor
- All other duties as assigned by the Mayor

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

Graduation from an accredited four-year college or university with a degree in public administration, finance, business administration, engineering or a closely related field or in the alternative, at the discretion of the Mayor, work experience in a position or level providing for capabilities determined equivalent to ensure competence.

Language Skills

Ability to: read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and make effective and persuasive speeches and presentations on controversial or complex topics to supervisors, City Council, public groups, and others.

Mathematical Skills

Ability to; apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

Should have knowledge of and skill in the use of the Internet, Database, Design, Development, Project Management, Spreadsheet, and Word software.

Certificates, Licenses, Registrations

A valid Ohio Driver's License must be without restrictions of any privilege to drive at any time and is free from any requirement of High Risk Liability Insurance.

Other Skills and Abilities

Comprehensive knowledge of municipal services; thorough knowledge of modern principles and practices of contract administration and business administration. Ability to plan, organize, coordinate and implement administrative responsibilities, ability to establish and maintain effective working relationships with Council, employees, supervisors, other agencies and public.

PHYSICAL DEMANDS: The physical demands described here 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.

The employee is: regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to stand; walk; sit and smell; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; frequently lifts and/or moves up to 50 pounds. Specific vision abilities include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

The supervision of employees and inspection or surveying of work sites requires the ability to traverse various terrains on foot.

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 employee is: occasionally exposed to moving mechanical parts and outside weather conditions; occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level is usually quiet to moderate.

Occasionally work is done at other locations and travel is required to those sites. The position may require travel for purpose of attending training workshops or conferences.

