

RECORD OF ORDINANCES

ORDINANCE 20 -2022

AN ORDINANCE AMENDING SECTION 3.03 JOB DESCRIPTION PLAN OF THE VILLAGE OF GENOA'S PERSONNEL POLICY AND PROCEDURE MANUAL, AND DECLARING AN EMERGENCY.

WHEREAS, the personnel Committee for the Village of Genoa proposes changes to the job responsibilities and titles to the Administrative Secretary and Utility Billing Clerk positions.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF GENOA, OTTAWA COUNTY, STATE OF OHIO:

SECTION 1. The Personnel Committee added several job duties and responsibilities to the position of Administrative Secretary as Attachment A.

SECTION 2. The Personnel Committee changes the position title of Utility Billing Clerk to Utility Billing Manager.

SECTION 3. It is hereby found and determined 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 action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, safety of said Village, and shall be in full force from and immediately after its passage.

Vote to suspend rules: For: 5 Against: 0

Vote on emergency clause: For: 5 Against: 0

Vote on final adoption: For: 5 Against: 0

ADOPTED 6.6.2022 As an emergency measure.



Village Attorney



Mayor

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ATTEST:

John A. Van Nest
Clerk of Council

John C. Lewis
President of Council

APPROVED AS TO FORM:

APPROVED:

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication was duly made as provided in Ordinance 67-2017 adopted by the following method:

By posting certified copies thereof in the six (6) public places specified in Section 105.01 of the Codified Ordinances of the Village of Genoa, and by Ordinance 67-2017, said posting having been accomplished on the following date: 6-7, 2022

John A. Van Nest
Fiscal Officer