

ORDINANCE NO. 2011-26

INTRODUCED BY: Mayor Rinker and Council as a Whole

**AN EMERGENCY ORDINANCE  
CREATING THE POSITION OF DIRECTOR OF ADMINISTRATION  
AND ENACTING NEW CODIFIED ORDINANCE SECTION 131.01**

WHEREAS, pursuant to the Mayfield Village Charter Article V, Section 1, "The Council may establish by ordinance new administrative offices, departments, boards and commissions or divisions thereof..."; and

WHEREAS, at this time Council deems it in the best interest of the Village and its residents to create the position of Director of Administration whose job duties and responsibilities shall be as set forth in the job description, attached hereto and incorporated herein by reference as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF MAYFIELD VILLAGE, OHIO, THAT:

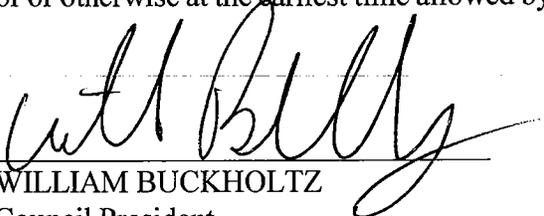
SECTION 1. New Section 131.01 of the Codified Ordinances of Mayfield Village creating the position of Director of Administration is hereby enacted effective retroactively to January 1, 2011, to read as follows:

131.01 Director of Administration

- (a) There is hereby created the position of Director of Administration.
- (b) The Director of Administration shall be appointed by the Mayor subject to the concurrence of the majority of the members elected to Council.
- (c) The mission of the Director of Administration shall be to support the Mayor in carrying out his or her duties and responsibilities to the ultimate benefit of the Village. The Director of Administration shall be responsible for such other duties and responsibilities as may be directed by the Mayor from time to time.
- (d) The compensation of the Director of Administration shall be established by the Council from time to time.

SECTION 2. The Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure immediately necessary for the health, safety and welfare of the residents of Mayfield Village, Ohio. It shall, therefore, take effect immediately upon the passage by the affirmative vote of not less than five (5) members elected to Council and approval by the Mayor or otherwise at the earliest time allowed by law.

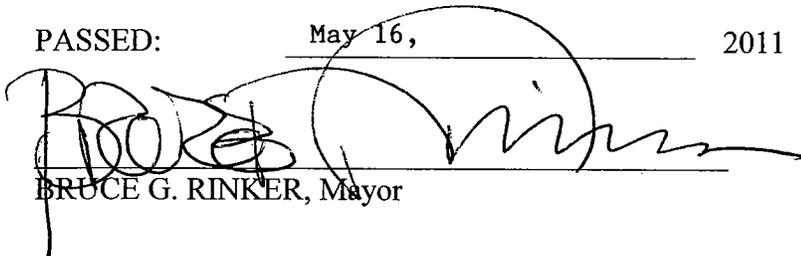
  
\_\_\_\_\_  
WILLIAM BUCKHOLTZ  
Council President

First Reading: May 16, 2011

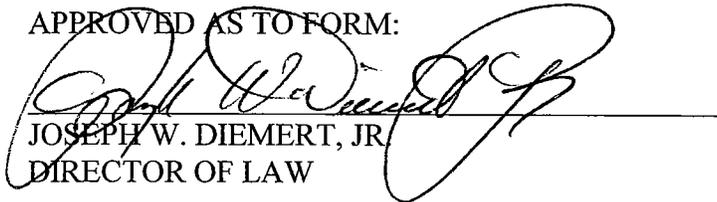
Second Reading: Suspended 2011

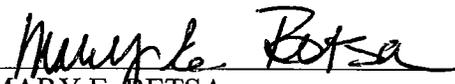
Third Reading: Suspended 2011

PASSED: May 16, 2011

  
\_\_\_\_\_  
BRUCE G. RINKER, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JOSEPH W. DIEMERT, JR.  
DIRECTOR OF LAW

ATTEST:   
\_\_\_\_\_  
MARY E. BETSA,  
Clerk of Council

## JOB DESCRIPTION

Department	<b>Administration/Planning Development</b>
Position	<b>Director of Administration</b>
Reports to	<b>Mayor</b>
Employment Status	<b>Full-Time (40 hours/wk)</b>
Hours	<b>Flexible 8:30 a.m. to 4:30 p.m. with evening hours required</b>

### General Responsibilities

The mission of the Director of Administration is to support the Mayor in carrying out his duties and responsibilities to the ultimate benefit of the Village. Subject to the direction of the Mayor, general duties include:

- Planning, organizing, directing and coordinating the affairs of the Village;
- Assisting the Mayor and Department Heads in developing policies, plans and programs for the direction of the Village and carrying out those policies, plans and programs;
- Serving as the Mayor's liaison between employees; Department Heads; Committees, Boards and Commissions; other branches of municipal government; the general public and other governmental agencies, when and where needed;
- Researching and investigating topics of concern and preparing action recommendations as required;
- Developing and maintaining lists of projects, determining appropriate priorities, and assuring timely completion;
- Developing and implementing an overall marketing strategy to effectively communicate with the residential and business community, including responsibility for all aspects of the Village's quarterly publication and development of the Village's website;
- Assisting the Mayor with scheduling, communications, and business and residential community relations;
- Developing and preparing promotional and informational materials for meetings with residents, business owners and employees;
- Investigating methods for improving cost control and increasing the efficiency of Village services and instituting such methods;
- Overseeing the day-to-day operation of the Mayor's Office;
- Directing the activities of the Administrative staff;
- Overseeing the activities of the IT Coordinator and assisting with technical and other improvements;
- Preparing presentations to Council to support Administration initiatives;
- Coordinating with and assisting the professionals retained by the Village, including the Law Department and Engineer, as needed;
- Overseeing the day-to-day operation of the Planning Development Office, including directing staff and assisting the Village Planner as needed;
- Overseeing the Village's Human Resource functions by participating in labor negotiations with Union employees and developing employment policies for all employees; ensuring compliance with State and Federal labor laws, wage and hour laws, etc.; coordinating employee orientation and training;

## Director of Administration

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- Overseeing the day-to-day overall operation of the Civic Center, including the use of the facility by outside groups;
- Assisting with the development of a performing arts program including supporting The Fairmount Center for the Performing Arts with promotional, scheduling and facility assistance; and
- Performing other duties as required.

### Planning & Evaluation

- Developing, implementing and monitoring systems and procedures necessary to the day-to-day operations of the Village;
- Recommending short and long-term goals and objectives; and
- Keeping informed of developments in relevant fields and using this information to help the Village operate with initiative and innovation.

### Commissions & Committees

The Director of Administration is responsible for assisting the following Commissions and Committees:

Planning Development  
Citizen's Advisory Committee

Duties include:

- Preparing and distributing meeting agendas;
- Attending meetings, recording and taking minutes;
- Transcribing meeting minutes;
- Forwarding agendas and minutes to the proper department for posting on the web site;
- Distributing agendas and minutes to the Mayor, Council and Dept. Heads; and
- Performing any additional duties requested by the Commission or Committee members.

The Director of Administration will also be a participating member of the Health Care Task Force and will assist the Finance Director in directing the activities of the Task Force.

### Qualifications Required

To perform this job successfully, an individual must:

- Be able to perform each of the General Responsibilities satisfactorily;
- Have knowledge of Microsoft Office;
- Be computer literate with the ability to learn new software applications;
- Have knowledge of telephone protocol;
- Have professional verbal and written communication skills;
- Have experience in marketing and graphic design;
- Have general knowledge of employment law and the collective bargaining process;
- Have excellent organizational skills and show attention to detail;
- Be discreet with confidential information; and
- Be willing to work a flexible schedule that includes attendance at evening meetings.

**Mayfield Village, Ohio is an Equal Opportunity Employer  
(Rev 5/11)**