

VILLAGE OF CRESTON

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE VILLAGE OF CRESTON, WAYNE AND MEDINA COUNTY, OHIO, ESTABLISHING CERTAIN JOB DESCRIPTIONS FOR VILLAGE PERSONNEL IN ORDER TO CREATE THE JOB DESCRIPTION OF PART-TIME ADMINISTRATIVE ASSISTANT AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Creston has previously adopted legislation establishing certain job descriptions for Village personnel and;

WHEREAS, the Council desires to create the position of Part Time Administrative Assistant; and

WHEREAS, Council also deems it necessary to create the job description of Part Time Administrative Assistant.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF CRESTON, WAYNE AND MEDINA COUNTY, OHIO THAT:

1. Any prior legislation creating certain job descriptions is hereby amended to create the position of Part Time Administrative Assistant. All other provisions of prior legislation not specifically amended hereby remains in full force and effect. The job description is hereby attached and marked as Exhibit "A" and made a part hereof.
2. The pay range for the Full Time Village Administrative Assistant shall be as is set forth in Exhibit "B".
3. That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meeting requirements.
4. This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the Village of Creston and its inhabitants; the specific reason for the emergency is to provide for personnel needed for efficient operation of the Village. Therefore this Ordinance shall take effect immediately.

First Reading: January 6, 2025

Second Reading: February 3, 2025

Third Reading: March 3, 2025

Passed: March 3, 2025

Brenda Norris, Mayor

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Jennifer Webb, Fiscal Officer